

## MINUTES OF ICKLETON PARISH COUNCIL MEETING

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

Wednesday 20th March 2024 starting at 7.30pm

Present: Cllr Lucy Davidson, 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 eight members of the public.

### Open

**206/23-24** Open Forum for Public Participation – 15 minutes will be made available for members of the public to address the council.

- Representations were made by a resident who felt strongly that the Parish Council has been slow to respond to the problems with sewage overflow at properties in the village.
- Representations were made by a relative of residents who had been in contact with the local press and the Council Environmental Health team in respect of continuing sewage issues at a resident's property.
- Representations were made by a resident to the effect that the sewage seeping up into their garden had improved however a considerable amount of clean up would be required.

### Formalities

### Action

**207/23-24** Apologies for absence, received and accepted, from South Cambridgeshire District Councillor Peter McDonald.

**208/23-24** Councillors' Declarations of Interest: Cllr T Pavelin, 213/23-24 ii. Invoice 29, pecuniary interest.

**209/23-24** To approve the Minutes of the meeting held on 21<sup>st</sup> February 2024. It was resolved that the minutes of the meeting held on 21<sup>st</sup> February 2023 be approved and signed as a true and accurate record.

### Agenda

**210/23-24** Reports from South Cambs District (SCDCllrs) and Cambridge County Councillors (CCCLlrs). See Appendix A.

#### Council

#### **211/23-24** Policy and procedures

- Review co- option policy. Reviewed and agreed that no amendments are required.
- Review privacy policy. It was resolved that this item would be discussed at April's meeting.
- Review draft publication scheme. It was resolved that this item would be discussed at April's meeting.

#### **212/23-24** Projects and initiatives

- Update on funding bid for cemetery extension. Update from Cllr Cheney. The application to the A428 fund was unsuccessful. Awaiting a response from Thalia in relation to an expression of interest for funding. **Cllr Cheney**
- Update on modernisation. No further update to report. **Cllr Heaney**

#### **213/23-24** Tax and finance

- To approve payment of March 2024 accounts:  
Cam Valley Forum membership fee £10.00  
E&E Plumridge, INV-3599, £157.50  
Cambridgeshire ACRE, 8339, £65.00 (previously approved however invoice only just received)  
Ickleton Village Hall, 23-24/36, £50.00  
T Pavelin, invoice 29 ,£80  
Red Shoes, 12871, £46.80  
Clerk's salary – confidential  
It was resolved that all payments be made. **Clerk**
- Consider adding a Councillor as an additional administrator for online banking. It was resolved that this was not required.
- Consider adding further Councillors as online banking approvers in order that a rota for authorising payments can be made. It was resolved that this was not required.
- To note receipts from:

Salvation Army clothes Bank, Jan 24, £51.66

Icene advertising, £36.00

Peasgood & Skeates, £80.00

v. Bank reconciliation (bank accounts) Instant access £25,856.99, Current £15,158.23 – Total £42,831.53. It was resolved the bank reconciliation for February 2024 is approved.

vi. Equals cash card reconciliation, February 2024, no transactions. Balance £26.04. It was resolved that the Equals Cash Card bank reconciliation for February 2024 is approved.

#### **214/23-24** Organisation and Roles

i. Parish Council email addresses for individual Councillors to be added to the website. It was agreed that these should be added to the website. **Clerk**

ii. Request for the Clerk to attend training - Understanding the AGAR (Annual Governance Accountability Return) - on 27<sup>th</sup> March. Cost £25. It was resolved that the Clerk Can attend this training. **Clerk**

iii. Request for Clerk to attend Greater Cambridge Planning Event for Parish Councils on 17<sup>th</sup> April. It was resolved that the Clerk should attend this event. **Clerk**

iv. Consider if cover required for Clerks' planned absence at September 2024 meeting. It was resolved that an Interim Clerk be booked for this absence. **Clerk**

v. Discuss training available for Councillors and book courses as required. It was resolved that Councillors would check emails concerning training and inform the Clerk of any they wish to attend.

#### **215/23-24** Membership and Elections

It was resolved that, under the Public Bodes (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

i. Consider applications for co-option to role of Parish Councillor It was resolved, by unanimous show of hands, that John Gidley be co-opted as Councillor.

It was resolved that, the confidential business having been concluded, the press and public be readmitted to the meeting.

#### **216/23-24** Safety and risk management

i. Asset register review. It was resolved that the Clerk and Cllr S Wombwell would meet to update the asset register. **Cllr Wombwell & Clerk**

ii. Emergency Plan review working group. It was resolved that Cllr Heaney review the Emergency Plan and circulate for review at the April meeting. **Cllr Heaney**

iii. Review Gallagher insurance pre renewal questionnaire and agree any changes necessary. It was resolved that the Clerk and Cllr S Wombwell would meet to complete this. **Cllr Wombwell & Clerk**

#### **217/23-24** Collaborations and affiliations

i. Cambridgeshire Past Present and Future membership expiring 17<sup>th</sup> May. Annual membership fee is £40. Do the Council wish to renew? It was resolved to renew this membership. **Clerk**

#### **Community**

#### **218/23-24** Health and Safety

i. Defibrillator check (Cllr Pavelin). Checked by Cllr Pavelin 20<sup>th</sup> March 2024. Device is ready for use.

#### **219/23-24** Church and cemetery

i. Consider design for the headstone of Patrick Bloomfield. It was resolved that the design be approved. **Clerk**

ii. Update re works required to cemetery gravestones, walls and trees. Report circulated to Councillors prior to meeting. A significant number of trees require attention. Clerk and Cllr Cheney to liaise with local contractor to discuss what is required. **Cllr Cheney & Clerk**

It was brought to the Councillors' attention that there are also repairs required to the chapel. Cllr Wombwell to contact a local contractor to enquire if they would be willing to quote for these.

**Cllr Wombwell**

## **Environment**

### **220/23-24**

#### District development

- i. Wellcome Genome Campus Expansion Update. Development is progressing as expected. Notes from March meeting previously circulated to Councillors.
- ii. Great Chesterford update. The application for 350 new houses has been refused.
- iii. Boro Farm appeal update. Cllr T Sadler will attend the adjourned appeal hearing. **Cllr Sadler**
- iv. Application No: ESS/111/23/UTT. Proposal: Certificate of Lawfulness for an existing use for aggregates and aggregate creation by way of screening, storage, importation and distribution. Location: Boro Farm. Consideration of further material submitted to Essex CC in support of the second application ESS/111/23/UTT for a Certificate of Lawfulness for an Existing Use at Boro Farm, and what response the Parish Council should make. Formal response deadline 25<sup>th</sup> March 2024. This application has been withdrawn.

### **221/23-24**

#### Land and premises

##### *Planning information from SCDC:*

- i. Planning decisions:  
Reference: 23/01699/CONDB. Decision: Discharge Condition in Full. Site: 31 Frogge Street. Proposal: Submission of details required by conditions 3 (external materials), 5 (traffic management plan) and 7 (construction environmental management plan) of planning permission 23/01699/FUL

Reference: 24/00048/S7. Decision: Granted Permission. Site: 31 Frogge Street. Proposal: S73 to vary condition 2 (Approved plans) of planning permission 23/01699/FUL (Demolish the existing building and erect a new dwelling) enclosure of the open porch to the front to create a larger entrance and internal alterations.

Reference: 24/00020/FUL. Decision: Refused Permission. Site: 7 Southfield Ickleton. Proposal: Demolition of garage and erection of a new dwelling using the existing access.

Councillors discussed the decisions.

- ii. Brookhampton Hall - Consider any action to be taken concerning the state of disrepair of this building which appears on the SCDC Listed Building at Risk register. It was resolved that further contact would be made with Cllr McDonald in respect of this building and that a letter would be drafted inviting the owner to meet with a representative of the Parish Council. It was further resolved that Highways should be notified of the potential risk from falling objects. **Clerk**
- iii. Consider quotation for grass cutting April 24 to March 2025 from C Frankau. Total - £6,821. It was resolved to accept this quotation. **Clerk**
- iv. Consider quotation for grass cutting from D Pallett. Total - £5,500. It was resolved to await the formal quotation and discuss options for reducing costs in 2024 with the contractor. **Clerk**
- v. Update on Right of Way application for Ickleton Lion car park. Cllr Sadler notified Councillors that additional responses were required before this could be submitted. Clerk to put text in scene to this effect. **Clerk**
- vi. Agree response to email received re off street parking at 15 Coploe Road. Clerk to respond to email acknowledging receipt. **Clerk**

It was proposed by Cllr Sadler, and agreed by all present, that email communication received, after publication of the agenda, in relation to 12 Church Street, be discussed. This application will be considered at a Scheme of Delegation meeting to decide whether or not the application needs to be referred to the full Planning Committee. The Councillors nominated Cllr Sadler to attend the Planning Committee as a representative of the Parish Council. Cllr T Pavelin declared a personal interest in this item and took no part in the discussion. **Cllr Sadler**

### **222/23-24**

#### Natural Environment

- i. Council response to email from resident, received 4<sup>th</sup> March 2024, concerning field maple in Back Lane. Clerk to email resident to let them know that the Parish Council are unable to undertake this work as they do not own the tree and are not responsible for it. **Clerk**

**223/23-24**

Water and Sewerage

- i. Consider email communication from residents concerning blocked drains and raw sewage in Ickleton. Decide action to be taken and responses to residents. Cllr Heaney will continue to monitor the situation and email updates to residents from whom we have received correspondence. Clerk will compile an updated list of affected addresses which have been notified to the Parish Council. Cllr Heaney will draft an article for Icene in respect of actions already taken by the Parish Council and requesting that any residents, who have not yet contacted the Clerk but who are affected by sewage issues, do so. The article will also provide information for contacting Anglian Water to arrange for any necessary clean ups. The Parish Council will continue to press for a full diagnostic report on the cause of the fault. In addition, the Parish Council will contact Highways to request that surface water drains are cleared.

**Cllr Heaney & Clerk**

**Leisure and culture**

**224/23-24**

Allotments

- i. Consider email from SCDC asking if the Parish Council owns any small pieces of land that could be transformed to host a small community food growing venture. It was resolved that the Parish Council did not have a suitable plot of land available.

**225/23-24**

Action list and Clerk's report. Clerk provided an update on actions completed following the February meeting.

**226/23-24**

**Date and time of next Parish Council meeting: Wednesday 17<sup>th</sup> April 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**

Signed:

Dated:

**Appendix A**

**Parish Council Report March 2024**

**South Cambs District Council**

**Budget**

The plans retain the Council as one of the lowest taxing authorities in the country, with a £5 per year increase for the average band D home, equivalent to a below inflation rise of around 3%.

In addition, a budget of £519,000 has been agreed as part of the Council's continued Digital Transformation work – which aims to make services even more accessible to residents in a way that works for them. This will fund the software and staffing costs needed to make it easier for customers to get the help they need.

The Council only retains around 7.6% of the Council Tax it collects, with the rest being passed on to other organisations who provide key services to the public.

With price inflation remaining at around double the Bank of England target of 2%, a £5 per year increase, or 3.1%, in Council Tax for the average band D home was agreed to ensure essential frontline services continue to be delivered effectively. The rise sees the average band D home charge for South Cambridgeshire District Council become £170.31 per year. This is an increase of around 10p per week. This rise continues to maintain the Council's position in the lowest 25% of taxing District Councils in the country.

To deliver 75 new Council homes for rent and shared ownership – the Council has around 5,600 homes for rent.

Over £1million to be spent on improving the insulation and heating for existing Council housing.

More than £500,000 to be spent on services to prevent homelessness.

To maintain the Council’s housing stock to a high standard, and to build more Council houses, Council rents are having to raise by 7.7%. The Council cannot subsidise its housing from Council Tax income.

**‘Cambridge 2040’ update**

We expect an announcement this week.

**Support for Ukraine update**

Grants totalling more than £13,000 have been awarded for activities to help Ukraine guests settle into South Cambridgeshire and forge friendships. In addition, more than £102,000 has been given to support English tuition to help Ukrainian guests develop communication skills.

The funding is part of a wider £500,000 package of support provided by South Cambridgeshire District Council since the Homes for Ukraine scheme began, including helping guests achieve independent accommodation, a furniture package scheme and a recently-launched landlord incentive scheme. Funding comes from the Government tariff received for every guest who arrives in the area.

**Four-day working week update**

A new report has been published on the four-day working week trial that began in January 2023, detailing the current arrangements, the cost savings achieved so far, and recommendations for the end of the current trial period in March 2024. The Council has been shortlisted as a finalist in the iESE Public Sector Transformation Awards and for a Local Government Chronicle (LGC) Innovation award, both for the four-day week trial. So far, the trial has shown significant success, with most of the Council’s performance indicators demonstrating sustained high standards or gradual improvement.

In the planning service there have been significant improvements during the trial in the average time to determine planning applications. The main purpose of the trial was to improve recruitment and retention, reducing the high cost of employing temporary staff for positions that should have been filled permanently, with the additional benefit of bringing in more dedicated permanent staff. Annual cost savings of c.£300k have been achieved, helping to avoid cuts in the face of below-inflation Council Tax rises and reduced funding from central government. The new four-day bin collection schedule will mean there is no disruption to our bin collections over Easter. The Costs and Savings are below

-	<b>Savings £</b>	<b>Costs £</b>
Reduced agency expenditure	483,000	-
Waste service revenue related to extra rounds*	-	132,000
Discontinuation of recruitment and retention incentives Waste Service	53,000	-
Revenue contribution to two extra vehicles	-	75,000
Additional cleaning staff	-	13,000
<b>Total saving/cost</b>	<b>536,000</b>	<b>220,000</b>
<b>Net saving</b>	<b>316,000</b>	-

\* Includes staffing and maintenance for two vehicles and two hours flat pay per week for drivers.

<https://scamb.moderngov.co.uk/documents/s134549/Appendix%20A%20Four-day%20week%20update.pdf>

## **County Council Report**

### **Secondary School Places**

A greater percentage of Cambridgeshire students will be going to their first choice secondary school this September. A total of 87.9 per cent have been offered a place at their first choice school – up from 87.1 per cent last year.

The proportion offered a place at their first, second or third preference school has also risen – from 95.4 per cent in 2023 to 95.8 per cent this year.

The total number of places offered this year was fewer than last – 7,220 compared with 7,413.

Year 6 students hear this week (1 March) which secondary school has offered them a place for September 2024.

### **Half Term Vouchers**

More than 23,000 supermarket vouchers were distributed during the February half term to eligible families in Cambridgeshire.

Cambridgeshire County Council has continued to run the existing scheme using the Household Support Fund from the Department for Work and Pensions.

Eligible families were automatically sent a £15 voucher for the week via email or text at the beginning of the half term holiday, with the voucher being valid at a choice of 11 supermarkets. A total of 23,288 were distributed.

The current round of Government funding will end on 31 March, but the county council agreed at its meeting on 13 February to invest £3m of its own money to continue the holiday supermarket vouchers for those children most in need.

The recent quality of life survey of over 5,000 residents in Cambridgeshire showed that 86 per cent of residents were concerned about cost of living increases.

### **Free data SIM cards for low income households**

A reminder that Cambridgeshire Libraries are part of Good Things Foundation's National Databank, O2 and Vodaphone scheme, which makes free data SIM cards or vouchers available to anyone aged 18+ from a low-income household.

Recipients can self-declare as eligible, and the support is available for a maximum period of twelve months. The data can be used with any SIM-enabled device. This offer is available at a range of libraries.

### **The Busway**

Safety works are under way on the Guided Busway to allow the busway to return to full, two-way operation. Since February 2022, a section of the Guided Busway in one direction has been closed between Cambridge Railway Station and the Cambridge Biomedical Campus. A temporary fence was installed whilst an independent safety review was in progress, and following ongoing communications with the Health & Safety Executive (HSE) and as part of continuous safety reviews on the busway. Since then, the county council has been working with the bus operators and emergency services to risk-assess and design a fence to be installed next to the upstand along sections of the southern busway. It has been specifically designed with removable sections to allow for safe evacuation. This work is being carried out in sections to minimise disruption to passengers. Contractors are working seven days a week and the busway and maintenance track are currently programmed to re-open on Saturday 30 March.

Peter McDonald March 3rd 2024