

## MINUTES OF ICKLETON PARISH COUNCIL MEETING

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

Wednesday 19<sup>th</sup> June 2024 starting at 7.30pm

Present: Cllr John Gidley, Cllr Emily Gittins, Cllr S Heaney, Cllr Tim Pavelin, Cllr Terry Sadler. Cllr Lucy Davidson arrived at 7.40 (agenda item 032/24-25) Cllr Simon Cheney arrived 8.10pm (agenda item 033/24-25).

In attendance: Barbara Benn (Clerk) and one member of the public

### Open

**Action**

**026/24-25** 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

**027/24-25** Apologies for absence, for personal reasons, received and accepted from Cllr Hamilton, SCDCLlr P McDonald and Cllr Wombwell.

**028/24-25** Councillors' Declarations of Interest. Cllr Pavelin declared a pecuniary interest - agenda item 035/24-25 ii. Cllr Sadler declared a personal interest - agenda item 035.24-25 iv

**029/24-25** Councillors Cheney, Gittins and Wombwell to confirm or update their register of interests. Cllr Gittins confirmed there are no changes required to the declaration.

**030/24-25** To approve the Minutes of the meeting held on Wednesday 15<sup>th</sup> May 2024. It was resolved that the minutes of the meeting held on 15<sup>th</sup> May 2024 be approved and signed as a true and accurate record.

### Agenda

**031/24-25** Reports from South Cambs District (SCDCLlrs) and Cambridge County Councillors (CCCLlrs).

#### See Appendix A.

#### Council

**032/24-25** Policy and procedures

- i. To review the proposed email disclaimer to be used for external emails. It was resolved to approve the disclaimer for use. **Clerk**
- ii. To approve review and approve Health and Safety Policy. It was resolved to approve the policy. **Clerk**
- iii. To review and approve Grievance policy. It was resolved to approve the policy. **Clerk**
- iv. To review and approve Disciplinary procedure policy. It was resolved to approve the policy. **Clerk**
- v. To review and approve the updated Financial Regulation Policy. It was resolved that agreed amendments are made and this item be carried forward to the July meeting. **Clerk**

**033/24-25** Projects and initiatives

- i. To discuss if the Parish Council wish to complete an agreement in principle for the EV charging offer. The Parish council resolved not to proceed with this at present.
- ii. Cemetery extension update. Awaiting a decision from The Lichfield Trust expected 21<sup>st</sup> June 2024.

**034/24-25** Collaborations and affiliations

- i. Consider if an application to The Hundred Parish association be made for the cost of the Chapel repairs. It was resolved that an application is deferred until a quotation for the works is received. It was resolved that item 038/24-25 was discussed at this point and further resolved that the Clerk would find at least two contractors to quote for the works. **Clerk**

**035/24-25** Tax and finance

- i. To note receipts from:  
Cambridgeshire County Council, Grass cutting maintenance, £801.43  
Plunkett Foundation Grant £4354.00  
Icene advertising income £288  
Cemetery income £210.00  
Salvation Army Clothing bank £37.64
- ii. To approve payment of June accounts:  
T Pavelin. Invoice 32, £100.00. Cllr Pavelin abstained from consideration of this item.  
Clerk's salary (confidential)  
E&E Plumridge, INV-3810, Icene printing, £157.50  
Rialtas, 31448, Year End Closedown, £682.80. Paid 28<sup>th</sup> May 2024.  
Red Shoes, 13413, payroll service, £48.60. Paid 18<sup>th</sup> June 2024.  
Unity Bank, bank charges, £18.00. To be debited 30<sup>th</sup> June 2024.  
The Design Mill, 20541, £45.00. A5 leaflets for Community Pub – fully funded by grant. Paid 18<sup>th</sup> June 2024  
It was resolved that the payments listed above be made and approved.

The Council was further advised that an invoice relating to the valuation of The Ickleton Lion Public House was received after publication of the agenda. The invoice payment to be fully paid from the grant received for this purpose. Dabro Associates, invoice 24023, £2,000. Paid 18<sup>th</sup> June 2024.

- iii. Request that the Clerk/RFO pay invoices on behalf of Ickleton Community Pub Ltd on presentation to the Parish Council. Payments to be authorised by two Councillors in the usual way. It was resolved that invoices received in relation to Ickleton Lion Community Pub Ltd be paid on receipt.
- iv. Request for the balance of funds to be paid over to the Ickleton Lion community Pub as soon as details of their banking arrangement are confirmed. Cllr Sadler abstained from this discussion. It was resolved that the funds be transferred as soon as the banking details are known.
- v. Bank reconciliation: Current £36,592.87, Instant Access £26,034.27. Total £62,627.14. It was resolved that the bank reconciliation for May 2024 is approved and signed.
- vi. Equals cash card reconciliation. Balance £236.04. It was resolved that the Equals cash card reconciliation for April 2024 is approved and signed.
- vii. Request from Clerk to purchase, using Equals card, A4 paper (box) and file dividers. Maximum cost £35.00. It was resolved that the Clerk could make this purchase.
- viii. Approve adoption of revised basis for valuation of assets based on asset cost value. It was resolved that, as per the Asset Management Plan, the method of fixed asset valuation for first registration on the asset register is at acquisition cost.
- ix. To review and approve the explanation of variances for the Annual Return. It was resolved that these are approved.
- x. To approve the Annual Governance Statement. The Annual Governance statement was read by the Chair and responses agreed by all Councillors present. It was resolved that the Annual Governance Statement is approved and signed by the Chair and Clerk.
- xi. To approve the Annual Accounting Statement. It was resolved that the Annual Accounting Statement, circulated by the Clerk prior to the meeting, has been considered, is approved and should be signed by the Chair.
- xii. To confirm the date of Exercise of Electors Rights. It was resolved that date of Exercise of Public Rights is approved and published.
- xiii. To review the Independent Auditors report and agree any actions resulting. The independent Auditors report was received by the Parish Council at the May 2024 meeting. The report was discussed and it was resolved that the following items be considered at the July meeting: Website Accessibility and appointment of an external Data Protection officer.

#### **036/24-25**

- i. Safety and risk management  
Emergency Plan review. It was agreed that this item be moved to the July meeting.

#### **Community**

#### **037/24-25**

- i. Health and Safety  
Defibrillator check (Cllr Pavelin). Checked and in full working order 18<sup>th</sup> June 2024.

#### **038/24-25**

- i. Church and cemetery  
Consider quotation for works to the Chapel and whether to apply for a grant to cover the costs from Hundred Parishes. Deadline for applications is 30<sup>th</sup> June 2024. This item was considered at agenda point 034/24-25 i.

#### **Environment**

#### **039/24-25**

- i. Land and premises  
*Planning information from SCDC:*  
For consideration:  
Reference: **24/01664/FUL**. Site address: Abbey Barns, The Ark, Duxford Road. Proposal: Renewal of temporary building for office accommodation. It was resolved that the Council record they have no objection to the proposal. **Clerk**  
Reference: **24/01846/HFUL**. Site address: 68 Abbey Street. Proposal: Single storey rear conservatory and extension to existing rear dormer - part retrospective. It was resolved that the Parish Council support this application. **Clerk**  
Reference: **24/01253/FUL**. Site: Ickleton Riverside Barns. Proposal: Retention of three teepee tents and use of land for events/picnic area/children's play areas/parking. It was resolved that a vote be taken on whether to support the application as written. Cllr Pavelin requested a recorded vote. Cllr Pavelin voted in favour Cllrs Cheney, Davidson, Gidney, Gittins, Heaney and Sadler against. Following the votes, it was resolved that the Parish Council would object to this application. It was agreed that Cllr Sadler would draft and circulate a response for review by the other Councillors and submission by the Clerk. **Clerk**  
Information Only:

- ii. Reference: **24/02254/CL2PD**. Site address: 31 Frogge Street. Proposal: Certificate of lawfulness under S192 for the installation of 10no. solar panels
  - iii. Planning decisions:  
Reference: **23/03746/CONDA**. Decision: Discharge Condition in Full. 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
  - iv. Tree Works:  
Reference: **24/0611/TTCA**. Site address: 20 Church Street. Proposal: Walnut - Reduce height 3m and Spread 2m, Whitebeam - Reduce garden side canopy by 1m, Prunus - Remove mistletoe, Weeping Birch - Reduce branch growing into building by 1.5m to clear building by 1m. Sycamore - Reduce height by 3m and spread by 1.5m to balance shape, Yew - Reduce crown by 1.5m, Laburnum - Crown Reduce 1m, Bay - Crown Reduce 2m. It was resolved that the Parish Council response request that the mistletoe be left in situ as a natural habitat unless it is endangering the tree in question. **Clerk**
  - v. Consider if the Parish Council wish to proceed with the quotation for repairs and maintenance works to the bus shelter, wooden benches, playground fence and swings. Total cost £1,200. It was resolved that the works be undertaken excluding the fence and bus shelter.
  - vi. Consider if the Parish Council wish to instruct Wicksteed to carry out the annual playground inspection. It was resolved that Wicksteed be instructed. **Clerk**
- 040/24-25** Water and sewerage
- i. Update on sewage issues. Update received from Cllrs Heaney and Cheney.
- 041/24-25** Action list and Clerk's report. Clerk to request a further quote for tree works. **Clerk**
- 042/24-25** **Date and time of next Parish Council meeting: Wednesday 17<sup>th</sup> July at 7.30pm**

The meeting closed at 10.30pm

Signed: Cllr T Sadler

Dated: 17<sup>th</sup> July 2024

## Appendix 2

### Parish County Council Report – June 24.

#### South Cambs District Council

##### Bin lorry fires and battery disposal

There have already been seven fires in bin lorries so far this year as a result of residents incorrectly disposing of batteries in the black bin. These were caused by lithium-ion batteries, as used in mobile phones, vapes, laptops etc. When these batteries are crushed in the bin lorry they can explode, so it is very dangerous to throw them away in the black bin.

Vape recycling has recently been introduced at Thriplow recycling centre. Larger batteries (e.g. from laptops or e-bikes) should also be taken to a recycling centre. Small household batteries (AA, AAA, C and D and button cells) can be put in a small plastic bag, tied shut and left on top of any of your wheelie bins (green, black, or blue) on collection day. Please help to publicise these rules about safe battery disposal. More details about how to recycle household waste can be found in the South Cambs magazine, or from recyclenow.com.

##### Planning department shortlisted for another award

On the back of being shortlisted for the Planning Awards' 'Local authority planning team of the year', the Greater Cambridge Shared Planning has now been shortlisted for the Royal Town Planning Institute's 'Planning Authority of the Year – East of England'.

##### Rail and ale trail

A new initiative from the council and its partners to highlight our local village pubs was launched in May. The Rail & Ale Trail features pubs within walking distance of the stations at Foxton, Shepreth, Meldreth, Shelford and Whittlesford. It is being promoted by South Cambs, Greater Anglia, Great Northern, CAMRA, and the Meldreth, Shepreth & Foxton Community Rail Partnership, and is highlighted on the Visit South Cambs website.

### **Community Chest grants**

Congratulations to Fowlmere Village Hall for its success in receiving a Community Chest grant of £2000 towards new blinds for the main hall. I encourage all community groups to consider applying for funds from the Community Chest fund, which are available for a wide range of projects that help to improve our facilities and life for residents. More information on how to apply can be found on the website. <https://www.scams.gov.uk/communitychest>

### **Cambridgeshire County Report**

The supermarket voucher scheme operated in last weeks term holiday for all eligible families in Cambridgeshire.

Cambridgeshire County Council is continuing to run the scheme in the May half term using the Household Support Fund from the Department for Work and Pensions, with additional funding provided by the council.

Eligible families were automatically sent a £15 voucher via email or text on Saturday 25 May. Any children who become eligible up until the 31 May will also receive vouchers. The voucher can be used at a choice of supermarkets. All vouchers must be claimed by 3pm on Friday 5 July.

The voucher scheme has been a huge success since it was introduced and appreciated keenly by families struggling in the current financial climate.

A survey revealed that over 70 per cent of families said the vouchers had helped them cope with the rising cost of living. More than 50 per cent said the scheme had reduced the need for them to seek other sources of support in the school holidays such as food banks.

Over 46 per cent of those responding to the survey said the vouchers had helped them buy healthier food such as fruit and vegetables for their families.

In addition to the holiday voucher scheme, there is further support available in response to the cost of living, which can be found here: [Support with the cost of living - Cambridgeshire County Council](#)

Further information about the Holiday Voucher Scheme, including FAQs for parents, can be found here <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/help-with-school-learning-costs/cambridgeshire-holiday-voucher-scheme>

### **Foxton/Fowlmere 26 Bus**

You will be aware after a huge number of discussions a service is retained in the village. Cllr Hobro, myself and Cllr Susan van de Ven have communicated updates.

### **Melbourn Greenway update**

Our questionnaire is on hold but will launch after July 4<sup>th</sup>.

### **Watercourse Mapping**

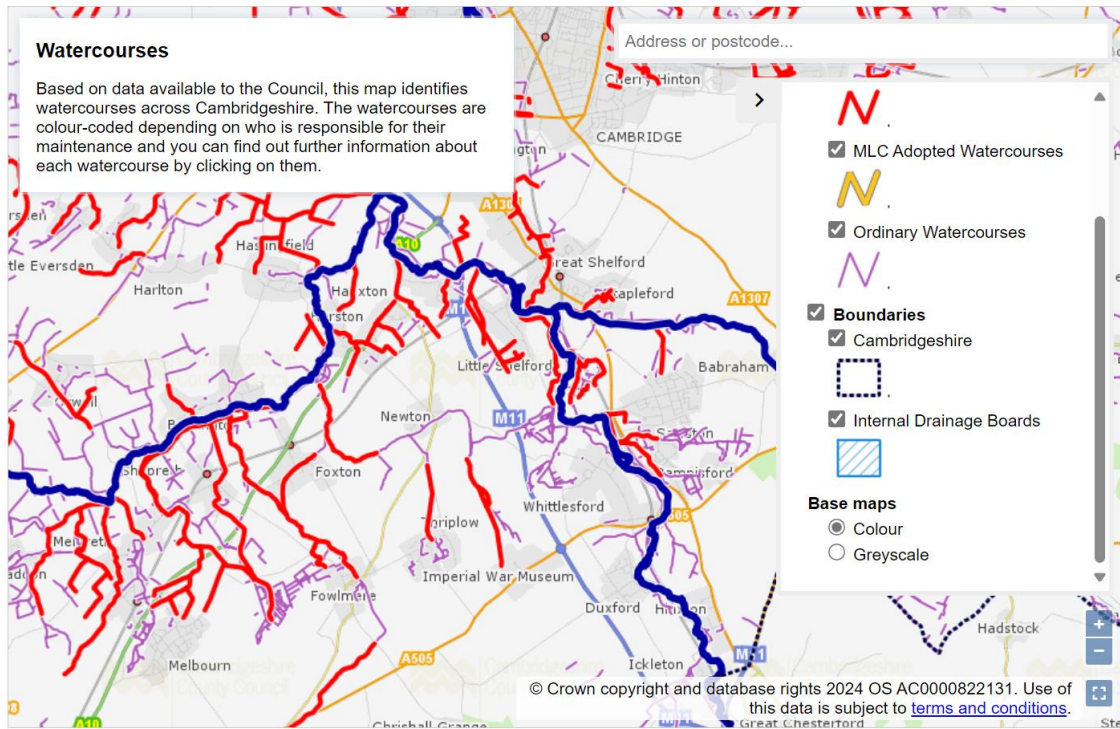
There is a new tool on the County site to see who is responsible for water courses. This is becoming more important with high rainfall scenarios.

<https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/watercourse-management>

The watercourses are colour-coded depending on type/maintenance obligations and you can find out further information about each watercourse by clicking on them. The map includes the following details in Cambridgeshire:

- Ordinary Watercourses
- Awarded Watercourses
- Middle Level Commissioners (MLC) Adopted Watercourses
- Main Rivers
- Internal Drainage Board Boundaries

We know there will be some watercourses, particularly the smaller ones that aren't yet included on the map. Over time we plan to build on this, adding in additional information wherever we can. To this end, if there are watercourses within your local area that that meet the definition on the above webpage but aren't currently included in the map, please contact us and we can discuss if it would be possible to add them in.



Peter McDonald June 2nd 2024