

ICKLETON PARISH COUNCIL

Minutes of the meeting held on Wednesday 20 May 2015 at 7 45 pm in the Gordon Woolhouse Meeting Room, Ickleton Village Hall.

Present: Terry Sadler (Chairman), Susan Clew, Lewis Duke, Tim Pavelin, Michael Robinson, Peta Stevens (Parish Clerk) Cllr Peter Topping and David Lilley,

098/15 Apologies for absence: Lucy Davidson and Cllr. Mick Martin. Other absence: Sian Wombwell.

099/15 To approve the minutes of the meeting held on 15 April 2015: The minutes were approved and signed by the Chairman.

100/15 Adjournment for questions from members of the public: No questions.

101/15 Matters Arising:

287/13 SCDC Parish Planning Forum (03/12/13) response to query raised –In Cllr. Martin's absence, this item was held over to the next meeting. **Action: Cllr Martin**

019/14 Ickleton Village Hall – Supplementary Trust Deed –Nothing had been received from the Charity Commission concerning the amendment of the Village Hall deed. **Action: Clerk**

043/14 Ickleton Post Office – Meeting 11 September 2014 - The Chairman reported that he had again e-mailed Gary Herbert, the Post Office Senior External Stakeholder Manager East. The village shop in Great Chesterford had reopened but without Post Office facilities at present. The operating hours for reinstated Post Office services at Duxford were far from optimal. It was agreed that the Chairman would contact Heidi Allen, our newly-elected M.P. to draw her attention to the earlier correspondence concerning Ickleton Post Office and that it would be useful to invite her for a Village site- visit to discuss this and other issues... **Action: TS**

220/14 New Dog Bin in Brookhampton Street Heidi Duffett (SCDC) had advised that manpower shortages were being addressed and contractors would then help in resolving outstanding issues . **Action: Clerk**

026/12 Proposed 20mph Speed Limit and HCV's. Councillor Topping volunteered to ascertain from David Lines at CCC Highways whether any progress had been made towards implementing Ickleton's proposal (self-funded) to introduce a 20mph zone throughout the Village. Following a complaint from a resident in Brookhampton Street about the increase in lorry traffic, the Chairman raised the possibility of applying for an Environmental Weight Limit for the Village. The traffic survey undertaken in 2014 might contain useful data about heavy vehicles. The increased lorry traffic was also affecting Hinxton and Duxford. It was agreed that this should be discussed at the Annual Parish Meeting. **Action:TS, Clerk**

169/14 Ickleton Information Guide (last updated Nov 2011) –This would be updated now that areas of responsibility had been allocated to the new Parish Councillors. **Action: J Flitton**

197/14 Defibrillator Lewis Duke reported that he was making progress but was not yet in a position to make a substantive recommendation. **Action: Lewis D.**

208/14 Proposal to fence Coploe Pit (to enable grazing by sheep) The Chairman reported there had been no further word from the Wildlife Trust. A firm reminder had been sent. **Action:TS**

010/15 Parking on pavements As agreed at the last meeting, a note had been placed in Icene requesting drivers to show consideration when parking. A letter would also be sent to the owner of the properties where the situation was most acute to raise the possibility of painting the relevant doorsteps brilliant white to improve visibility. The Clerk reported that she had meanwhile spoken to the owner who had raised the possibility of identifying other areas where the residents concerned might park. **Action:TS, Clerk**

036/15 Risk Assessment/SCDC Emergency Plan-annual review.. With the outcome of the Parish Council Election known, the updating of information could now be finalised. **Action: Lewis D, Clerk**

048/15 Token of appreciation for former Clerk. The suggestion of a position overlooking the cricket pitch had been discussed with the former Clerk but further thought was required. **Action: TS, Clerk**

057/15 VE Day. 70th Anniversary Commemorative Plaque. The Chairman reported on the meeting that he, Lewis Duke and Michael Robinson had held with Stan Reynolds to discuss commissioning a memorial for the Village, possibly a sundial to be placed on the Village green. Mr Reynolds now provided costings for 4 options, which ranged between £1,180 and £1,600, depending upon the stone selected and whether the sundial had raised or sunken panels. Councillors agreed that the idea remained attractive although the estimates were three times higher than envisaged in the original proposal. It was agreed to include this for discussion at the Annual Parish Meeting on May 27th but with the proposal being focussed on a commemoration of the end of WWII in general. **Action: TS, Clerk**

059/15 Police liaison meeting in Ickleton This informal session held on 1 May in the Village Hall, had been reasonably well attended and with considerable interest shown in purchasing security protection items

which the Police had sold at cost. The Chairman reported that Ickleton was to be a focus site in a forthcoming exercise where CPSOs would visit properties throughout the Village to advise on potential areas of vulnerable security.

065/15 CCC/Balfour Beatty street light replacements. Workmen have been attending to streetlights in the Village. Balfour Beatty had responded swiftly to remedy an access problem on Frogge Street. It is not known when holes will be filled in and footpaths reinstated.

068/15 Annual Parish Meeting- request for reports/distribution of leaflets. The Chairman had distributed leaflets to Councillors for house-to-house delivery. The Clerk had requested the various reports and 4 had been received to date. **Action: Clerk**

072/15 Vandalism of WW1 oaks. Lewis Duke reported that the adjacent hedge planting had been completed and this had included re-guarding these trees. There was a good chance that all the oaks would survive. They would be monitored regularly with the first review in a month's time. **Action: Lewis D.**

086/15 Vacancies on the Parish Council. Following the re-election of 7 Councillors, the Parish Council was required to convene to fill the remaining 2 places through co-option. Despite three articles being included in ICENE, and considerable lobbying by certain Councillors, there had been no expressions of interest, with time commitments being the most common reason given. Ickleton was not alone in having an uncontested election but Councillors agreed that new membership was essential. As a means of encouraging volunteers to come forward by freeing up time to attend meetings, Tim Pavelin suggested the possibility of the Parish Council offering a financial contribution towards the cost of child care. Councillors thought this an excellent idea and it was agreed to publicise this proposal **Action: TS/Clerk**

086/15 Landscaping project: Boundaries of Howey's Yard. Nothing to report. **Action: SW**

086/15 Verge posts at the beginning of Abbey Street. The Chairman was pleased to report that this had been resolved satisfactorily and that Mike Cooper of CCC Highways had agreed to re-site the posts at no cost to the resident concerned.

094/15 Local Government Transparency Code. Nothing to report. **Action: TS**

095/15 Recognition of achievement from Parish Council (residents or groups) Susan Clew reported on a meeting of Michael Robinson, Tim Pavelin and herself to discuss this proposal. This was considered worthy of further investigation since including the awards ceremony might arouse more interest in the Annual Meeting. This would celebrate both individual and group/team achievement across 6 categories covering a wide range of fields. The scheme would also encourage/reward community spirit with the possibility of ongoing recognition rather than the normal one-off award. It was agreed to put the proposal to the Annual Parish Meeting. **Action: TS, Clerk**

102/15 Youth Representation: None

103/15 Reports from District and County Councillors: Cllr Martin had advised in writing that he had nothing of significance to report. Cllr Topping's report will follow as Appendix A.

116/15 Issues with the local road network. The Chairman brought this item forward so that Cllr Topping could participate in the discussion. The main concerns were inter-related in that the significant increase in through traffic, including lorries, affecting local villages was due in a large part to the congestion experienced on the A505, and at the junction of the A1301 with the A505. This would be added to the issues to be raised with our new M.P. **Action: TS, Clerk**

10 4/15 Correspondence received

SCDC (P Adams)

Notification of agenda for weekly bulletins.

SCDC (P Adams)

Community Pub events, Wednesday 10 June 2015.

SCDC (T. Pierce)

Planning Policy Monthly Update.

SCDC (H Duffet)

Update on application for an additional dog bin.

CCC

Adult care and support, implementation of 2015 Care Act.

CCC (Community transport)

Changes to bus timetables in March, Wisbech and Peterborough.

Stagecoach Guided Busways A / B and new 15 / 15A / 15B.

Royston and District Community

Annual Report for 2015.

Transport

Essex CC

Public consultation on the Essex Statement on Community Involvement.

Police and Crime Commissioner

Newsletter.

Local Council Public Advisory Service

Training for new Councillors.

Whittlesford & Duxford Scout Group

Request for support for a grant application.

Community Land Trust East

Newsletter.

Local Government Boundary

Draft recommendations on new electoral arrangements for CCC.

Commission.

NHS Cambs and Peterborough CCG	Bulletin
Fields in Trust	Renewed invitation to AGM and brochure on 2014 achievements.
Fields in Trust	Benefits available to Fields in Trust members.
Stop Stansted Expansion	Campaign Update May 2015.
World War 2 Commemoration	Cambridgeshire celebrations.
Various e-mails	Circulated to Councillors during the month.
Agrovista	Exchange of e-mails concerning spraying of the Recreation Field.
Swaffham Bulbeck Amateur Theatre	Request to advertise a production in Icene.
E-Cops	Daily updates
Neighbourhood Alert	Various e-mails
HM Revenue & Customs	Various e-mails
Rural Services Network	Various e-mails
Jos Flitton	Request from the Theatre Group to allow attendees at an event on 31 August to picnic on the Recreation Field and also to use the Field for overflow parking if necessary.
Aon Affinity UK	Brochure on enhanced insurance provision for Parish Councils.
<u>Correspondence sent:</u>	
SCDC	Follow up to request for additional dog bin
Whittlesford Warriors	Outstanding fees for use of football pitch
E-mails concerning arrangements for the 2015-16 football season	

105/15 Planning information received from SCDC Declarations of interest to be declared.
S/0654/15/FL Single Storey Rear Extension – 40, Abbey Street, Ms Felicity Jeffreys.

Recommendation: Approve

Decision(s) received from SCDC:

Planning application outcomes:

The Council noted that the following two applications had been granted following notification to SCDC of the Council's recommendations of approval:

- i. S/2518/14/FL:** increase height of part of a 1.2m high flint and brick wall to 1.7m. 3 Brookhampton Street, Mr P Bricknell
- ii. S/0451/15/FL:** front double wooden gates/posts & raise entry brick wall height from 0.9 m to 1.6 m . 58, Frogge Street, Mr R Morgan.

Certificate of Lawfulness for Existing Use of Mobile Home and Curtilage as Residential.

S/0202/15/LD The Glebe, Frogge Street, Ickleton CB10 1SH Ms Melanie Pratlett, Adams Harrison.

The Parish Council had become aware that SCDC had granted a Certificate of lawful use or development in respect of one mobile home on land at the Glebe. This decision, issued on 16 April, had not been copied to the Parish Council.

Appeal against SCDC Planning decision

Lewis Duke declared an interest(non-prejudicial).

APP/W0530/W/15/3007690: Change of use of annexe to form separate dwelling, modifications to existing access and associated fences, gate and hardstanding: 66, Abbey Street, Mrs B Cooper. Written representations to be received by 15 June 2015. The Chairman reminded the Council of the grounds for its objection to the application. CCC Highways had also objected. It was agreed that the Chairman should write to the Planning Inspector, stating that the Parish Council remained opposed to the application. The Planning Inspector's attention will also be drawn to the objections from neighbours. The Chairman had been approached by the SCDC Team Leader (East), Planning Department, about the possibility of a Section 106 A contribution if the appeal was upheld.

Action:TS

Removal of trees, 28 Church Street. The Chairman reported that SCDC's Tree Officer had finally responded with his conclusion , that no further action would be taken.

Meeting with SCDC Planning Department – 17 September 2013 – Waiting response re. Construction of garage 33 Church Street. Held over until next meeting in Cllr Martin's absence. **Action: Cllr. Martin, TS**

106/15 Reports from Councillors. Susan Clew reported on the sighting of rats on the pavement in Church Street. Michael Robinson advised of an approach from a resident who was interested in placing a seat in the new part of the Cemetery. Although Councillors had no objection in principle, permission had already been given for a seat in this vicinity in memory of Dr Jenny Pell, and this should take priority.

Cllr Topping and David Lilley left the meeting.

107/15 Finance (Bank Balances).

i Payments to:

Harts (May Icene)	£97.98
T. Dazey, Repair/Replacement litter bins	£138,69
A Pavelin (Emptying litter bins)	£100.00
Came and Co.	£1,225.42
Tom Dazey	£138.46

ii Funds received: SCDC First instalment of Precept £11,750
Icene Advertising: Malcolm Hall £40, Zaffir Mladenov £60.

iii. Outstanding invoice/receipts:

Whittlesford Warriors - £105.00

Icene advertising:, Nigel Wright -£30.00

iv. Bank Balances.

Community Account £13,433.78

Business Base Rate Tracker Account £ 25,833.12

v. Change to Bank Mandate. Although Barclays had sent formal notification that the proposed changes were acceptable, they had now written to request resubmission of the same information on a different form. The relevant signatures were obtained and the form would be submitted. **Action: Clerk**

vi. Clerk's discretionary limit for urgent repairs, maintenance etc. It was agreed that, subject to her obtaining authorisation from the Chairman or Vice-Chairman, the Clerk should have discretion to commit up to £300 on any one occasion for the purposes identified. **Action: TS, Lewis D, Clerk**

vii. Section 106 Money:- Sports Storage Unit – Update. Michael Robinson would provide a comprehensive report at the June meeting. **Action: MR**

viii Financial year end 31/03/15: Adoption of accounts. The 2014-15 year-end accounts had been approved as correct by the Internal Auditor although he had suggested certain refinements to the layout which would provide information in a more relevant way. A recent update from CAPALC had recommended procedures to be followed prior to submission to the External Auditors by the end of June.. The accounts, incorporating the amendments suggested would be circulated forthwith, and formally adopted at the June meeting. **Action: TS/Clerk**

108/15 Recreation Field and Play Area

i. Spraying Recreation Ground. This had been commissioned and should be completed in the near future, in consultation with Michael Robinson **Action: MR, Clerk**

ii. Water leak on Recreation Field . This appeared to have been fixed

iii. Wicksteed Annual Safety Inspection. This had not identified any serious problems. Councillors agreed to carry out their own inspection to identify items that would require attention in the coming months so that spare parts etc. could be purchased in time. In view of the comments about siting of litter bins and the skate park, it would probably be necessary to get the refurbished bin resited before the next inspection.

iv. Whittlesford Warriors The Clerk had now established contact with the Club Secretary to obtain the payment outstanding for the past season. The Club's request for use of a pitch for Wednesday evening training ,as well as some Saturdays, was approved.

v. Spartak Under 14s The request for the use of a pitch on certain Saturday mornings could cause difficulties if Whittlesford Warriors also had a home game, not least with car parking arrangements. It was agreed that this was an issue for the two Clubs to resolve between them and, on this basis, it was agreed to approve the Spartak request for use of a pitch on certain Saturday mornings.

vi. State of the football pitches Both Tim Pavelin and Michael Robinson identified the need for more intensive, and timely, attention to the state of the pitches. It was essential that these were rolled when conditions were optimal. Having noted there would be an increased demand for use of the pitches during the next season, it was agreed that they would approach Charles Frankau to try to establish a routine that would address these concerns.

vii Development of the Children's Playground area. The Chairman reported on his meeting with Lucy Davidson to discuss these suggestions for the next phase of development of the Children's Playground. He considered her plans to be viable although it was a very large project. The Councillors recognised the need for developing the area further and examined the detailed plans for the scheme, which they considered inspirational but very costly. Lucy Davidson would present these plans to the Annual Parish Meeting, including an explanation of her fund-raising ambitions since it was apparent that significant donors expected to see community engagement before committing to such projects. **Action: TS, Lucy D, Clerk**

Litter bins requiring repair or replacement. A new bin had been purchased and Tom Dazey had fixed this and the other existing bin requiring attention using concrete slabs.

109/15 Cemetery - Chapel – Condition to be kept under Review.

Cemetery Chapel : repainting. David Lilley had completed painting the doors and had done a splendid job. It was agreed that a letter of thanks be sent on behalf of the Council. **Action: TS, Clerk**

Memorial bench -Dr Jenny Pell. Nothing further had been received. **Action:Clerk**

110/15 Churchyard.

Wildlife garden. Jos Flitton had reported that plans for this year were in place.

Annual churchyard clean-up. Jos Flitton had been consulted on outstanding tasks. She had reported that no further action was required at present.

Yew Hedge. This was scheduled to be cut in June. It was agreed to ask Dominic Pallett to undertake this.

Action:Clerk

111/15 Flooding.

Land adj. Stumps Cross - Extension granted until 30 September 2013. Nothing to report.

Cemetery Corner, Brookhampton Street + clearance of drains/gullies. The Chairman had inspected the area prior to the recent heavy rainfall and reported that 2 of the 3 drains still appeared to be blocked. This had been reported on-line. It was noted that the grips appeared to have been partly cleared by CCC Highways, but they needed to be cleared right into the field. Lewis Duke and Michael Robinson agreed to investigate

Action:Lewis D,MR

Environment Agency. No response had been received to the information submitted by the Chairman. This was a matter to raise at the next Wellcome Trust Liaison meeting. **Action:TS,LewisD**

112/15 Affordable Housing. Although there was nothing immediate to report , it was agreed that this would be an important item to add to the list of topics for the new M.P's site visit.**Action: SW, Clerk**

113/15 Authorisation to incur expenditure on refreshments for the Annual Parish Meeting, 27 May

Expenditure of up to £200 was approved.

Action:Clerk

114/15 Sawston and Linton Area Panel meeting: Tuesday 16th June 2015 . Jocelyn Flitton would be asked to attend in the unavoidable absence of the Chairman and Vice-Chairman. Lewis Duke asked that the Police should be asked to comment on their decision to grade parts of the area as "low risk", given the recent increase in break-ins and thefts. **Action:Clerk**

115/15 Draft recommendations on the new electoral arrangements for Cambridgeshire County

Council. 12 May-6 July 2015. This was commented on by Cllr Topping. Of local interest was the proposed change in boundaries. The full report and consultation form was available at

www.consultation.lgbce.org.uk.

11715 Overgrown tree-Frogge Street. The Chairman reported that, following complaints from residents that an overgrown conifer was impeding telephone and internet calls for a group of immediate residents, he had written to CCC to determine whether the tree's location made it a CCC responsibility.**Action:TS**

118/15 Adjournment for questions from members of the public

119/15 Date and time of next meetings – Annual Parish Meeting 27 May 2015

Wednesday 17 June 2015 at 7.30pm

Chairman

Date