

MINUTES OF ICKLETON PARISH COUNCIL

Wednesday 15th April 2020 at 4pm. This meeting was held remotely using the software application Skype.

Present: Cllr Sian Wombwell, Cllr Terry Sadler, Cllr Tim Pavelin, Cllr Simon Cheney, Cllr Hugh Molloy, Cllr Philly Hamilton, Cllr Edmund Heaney, Leanne Smith (Clerk)

001/20-21 To Receive Apologies for Absence

Cllr Liz Gibson

002/20-21 Councillors Declaration of Interest for Items on the Agenda & Requests for Dispensation

Cllr Hugh Molloy declared an interest in agenda item 011/20-21 iv.

003/20-21 Open Forum for Public Participation Including Youth Representation

No members of the public participated in the meeting.

004/20-21 To approve minutes of meeting held on 19th February 2020

It was **resolved** that the minutes of the meeting held on 19th February 2020 are approved and signed by the Chair.

005/20-21 Matters Arising

i. Filling Councillor vacancy by co-option

The Parish Council has received an expression of interest in the vacancy. She was due to attend the March 2020 Parish Council meeting that was cancelled. She is likely to take up the position next month if she is co-opted.

ii. Approval of payment for March 2020 accounts

The following payments were approved by the Council by email to the Clerk in the absence of the March 2020 Parish Council meeting:

Clerks Salary (confidential) – to include 12 additional hours for training

Clerks expenses - £81.20

Tim Pavelin (emptying bins) - £80.00

Little Abington Parish Council (loan of Speedwatch equipment) - £120.00

Charles Frankau (grass cutting 2019 season) - £6,786.00

Viking Office Supplies - £90.30

Bob Calladine (chapel roof repairs) - £500.00

Red Shoes Accounting Services (payroll) - £43.20

Due to the cancellation of March's meeting the payments were approved over email.

iii. Approval of payment of Icene printing invoice

Due to the cancellation of the March 2020 Parish Council meeting this payment was approved over email.

iv. Approval of grass cutting contract 2020-2021

Due to the cancellation of the March 2020 Parish Council meeting the decision about the grass cutting contract was approved over email and the contract was given to Charles Frankau and Dominic Pallett.

006/20-21 Councillor vacancy

i. Declarations made by Cllr Heaney

Cllr Heaney signed his Declaration of Acceptance on the 18th May 2020 and received a copy of the Code of Conduct. He also submitted his Declaration of Interest form to South Cambridgeshire District Council.

007/20-21 Traffic and Highways Issues

i. Highways current work list

Noted.

ii. Local Highways Initiative 2020-21 bid – Butchers Hill, Ickleton

The Parish Council has received outline plans for the successful Local Highways Initiative bid 2020-21 relating to Butchers Hill. It differs slightly from the proposed plan at bidding stage in that a

Moveable Vehicle Activated Sign will not be provided. Instead, the County Council will carry out a larger area of footway resurfacing and edging. Cllr Cheney will circulate the outline plans to the Councillors with a view to responding to Highways.

iii. **Local Highway Initiative 2021-22**

The deadline for bids is likely to be extended beyond the 31st of May 2020. The Councillors have been asked to consider areas for improvement to bid on. For discussion at the May 2020 Parish Council Meeting.

008/20-21 **Rural Crime Report**

A lorry load was dumped on the M11 junction 10 roundabout at Duxford on two separate occasions in the last couple of weeks.

009/20-21 **Reports from County and District Councillors**

Report received from Cllr Peter McDonald (Appendix A).

010/20-21 **Correspondence Received**

i. **SCDC – Local approaches to tackling loneliness and social isolation**

Information event for Local Councils due to be held on 1st April 2020. This was noted for discussion at the March 2020 Parish Council meeting that was cancelled, but the event was also cancelled due to the Covid-19 pandemic.

ii. **Letter from Cowper Griffith Architects (CGA) - Planning application Abbey Barns**

Application Ref: S/4304/19/FL refers. The Parish Council felt that the plans of the building itself were acceptable, but were concerned about the wider environmental issues that another building on the site would bring. It was noted that a previous application was permitted with a condition attached that a travel plan was approved by the Local Authority. A plan was not submitted with this application. Therefore, the Parish Council opposed this application and requested that it was referred to the planning committee. A letter to South Cambs District Council from Cowper Griffiths Architects was sent to the Parish Council. The Architects noted the Parish Council's concern that a traffic plan was not submitted with the application but stated that the concern was misplaced as the proposal is compliant with planning policy, and that car numbers and parking spaces were skewed at present due to two contractors working on the site. Therefore, they felt that objection by the Parish Council should be discounted. The Parish Council decided not to withdraw its objection. Further correspondence has been received stating that the CGA has been in discussion with the planning department and the Transport Assessment Team, and the landlord of the site has agreed to undertake a Framework Travel Plan and create two bus stops (as requested by the Transport Assessment Team for this application and as conditioned for the previous application S/4129/18/FL). These will be conditioned by the planning department as pre-occupation conditions. They therefore asked if the Parish Council would agree to remove the Parish Council's objection. The Parish Council decided not to withdraw their objection stating that if the developers wish to proceed with the plan, they should agree to undertake a travel plan.

iii. **Letter from Royston and District Community Transport - Funding request**

The Parish Council received a letter from Royston and District Community Transport requesting funding for their organisation which is a registered charity providing community transport for people living in Royston and the surrounding villages of North & East Hertfordshire and South Cambridgeshire. The Parish Council unanimously decided to donate £50.

iv. **Planning delegations update**

At this time the Planning Committee is not meeting to consider planning applications due to Covid-19.

011/20-21 **Planning Information**

i. For consideration

None.

ii. Planning Decisions

Ref: S/0228/20/NM

31 Frogge Street – Non-material amendment of S/0983/17/FL by amending single storey rear extension to become two storey.

Decision by SCDC of 21/02/2020 - Refused on the basis that this was not a non-material amendment and a proper application should be made.

Noted by the Council. Parish Councillors had no comment.

iii. Planning Appeals

None.

iv. Tree Works

Reference: 20/1115/TTCA

Proposal: Beech tree - Fell because the tree is leaning heavily towards our neighbour's property and provides excessive shading to a large portion of our garden. There are trees on the boundary of our property which would benefit from the additional light.

Site address: Vine Cottage, Butchers Hill, Ickleton, CB10 1SR

Applicant: Mr Nick Thompson.

Noted by the Council.

012/20-21 Updates on current applications

SmithsonHill:

Reference: S/4099/17/OL

On 23rd October 2018, the appeal made by SmithsonHill Ltd against the decision made by South Cambridgeshire District Council to refuse planning permission was recovered for the Secretary of State's determination. It was announced on 9th April 2020 that the Inspector recommended that the appeal be dismissed.

013/20-21 Reports from Councillors

Cllr Molloy – previously noted that the resurfacing work carried out on Frogge Street a few months ago is unsatisfactory and subsequently sent photographs to the County Councillor to no avail. Cllr Molloy will take new photos which show that the condition of the road surface has worsened and the Clerk will make an online report to Highways (ACTION).

Cllr Cheney – Made a hedging pack application to The Woodland Trust and will receive 100 metres of hedging for the allotment in November 2020. The area will need to be cleared and prepared beforehand. Cllr Cheney will co-ordinate along with Cllr's Pavelin and Molloy. He also obtained two apple trees using the 'three free trees' scheme. The Council decided that they should be planted on the recreation ground. He also reported that the horse chestnut tree on the recreation ground near to the village hall car park has significant rot in the trunk and suggested that it is looked at by Treetops when they fell the other tree on the recreation ground. ACTION – Cllr Wombwell to contact Treetops. The bollard from the build out on Frogge Street is still missing. ACTION – Clerk to report to Highways.

014/20-21 Financial Matters

i. **To approve payments of April 2020 accounts**

Clerks Salary (confidential)

Clerks expenses - £17.30

Tim Pavelin (emptying bins) - £80.00

CAPALC (membership fees) - £338.77

Dominic Pallett (supply and erect posts on the village green) - £778.48

Cambridge Conservation Volunteers (Coploe Pit) - £20.10

It was resolved that the payments listed be made.

The Parish Council discussed if the payment made to CAPALC should be £338.77 to include an optional £50.00 charge for the addition of Data Protection Membership. Cllr Wombwell proposed that it should be made to include it and a majority vote was in favour.

The Parish Council also discussed making a higher payment than invoiced to the Cambridge Conservation Volunteers by way of a donation. It was resolved that a payment for the amount of £35 would be made instead of £20.10.

An invoice was received after the agenda was published from Eon energy for street lighting to the value of £65.25. It was resolved that the payment was also made.

ii. **Draft year end accounts 31/03/2020:**

Unity Current Account - £24,419.67

Unity Instant Access Account - £25,063.13

Total - £49,482.80

£6,786.00 unrepresented cheque

Total reserves at the year-end - £42,696.80

Noted by the Councillors.

iii. Optimum card

It was resolved that the Optimum Card be topped up with £100.

iv. Receipt of the 2020/21 precept requirement of £25,000.00

South Cambridgeshire District Council acknowledged receipt of the 2020/21 precept requirement of £25,000.00.

For Information:

The precept will give a Band D equivalent for 2020/21 of £73.06.

This is a decrease of £-0.28 or -0.38% below the Band D equivalent charge in 2019/20.

The precept requested is the same for 2020/21 than the previous year.

The tax base has increased from 340.9 to 342.2 this results in a decrease to the Band D equivalent cost.

v. Payroll fee increase

The charge has increased from £12 to £12.50 + VAT per month. Noted.

vi. Home working allowance increase for Clerk

If an employer has chosen to pay a homeworking allowance, they can pay up to £6 a week/£26 per month from 6th April 2020. It was resolved that the home working allowance paid to the Clerk would be increased to £6 a week/£26 per month.

vii. Quote for tree felling on recreation ground

A quote was obtained from Treetops Arboricultural Services LPP to fell and clear a windblown ivy covered prunus on Ickleton Recreation Ground which has fallen over on the fence of a private property at a cost of £240.00. Cllr Wombwell proposed that the quote was accepted and the work carried out as soon as possible. Cllr Molloy seconded.

viii. Terms for cricket and football clubs 2020 season

The football club is currently charged £7.50 for the hire of the pitch per game. It was noted that the football club also incurs costs for the use of the village hall changing rooms and hire of a referee. Until the season ended prematurely due to Covid-19 the team had played 6 home games. Cllr Pavelin proposed that no charges were made to the football team this season due to Covid-19 and the financial impact on the club, that the charges remain the same and are reviewed again next April. The majority vote was in favour of the proposal.

The Whittlesford Warriors youth team hire the pitch for £100 per season. It is unknown when the charge was last paid. ACTION – Clerk to ascertain.

The cricket club is not currently charged a fee but visiting teams are charged on an ad hoc basis. It was noted that the cricket team incurs a charge for the use of the village hall changing rooms. The majority vote was to continue without charge.

015/20-21 Approval of Asset Management Plan

The Asset Management Plan was reviewed and approved by the Council. Items valued at over £250 will be recorded on the Asset Register. The Asset Register is currently being updated by the Clerk and will be reviewed at the May 2020 Parish Council meeting.

016/20-21 New Parish Council Website to comply with the Accessibility Regulations

Three quotes were obtained for consideration.

1. A WCAG compliant website package from the Society of Local Council Clerks (SLCC) at a cost of £1,300.00 + VAT for a one off set up and £600.00 + VAT per year thereafter for support and hosting.
2. Shaggy Dog Web Design at a cost of £600.00 for a one off set up with no costs thereafter for support and hosting although they are provided on an informal basis. This web designer came highly recommended by Duxford Parish Council. It was also noted that this company is local to Ickleton.
3. Parish Council Websites at a cost of £877.00 for a one off set up and £228.00 per year thereafter for hosting.

The package from the SLCC was ruled out and the Council had a more in-depth discussion about Shaggy Dog Web Design and Parish Council Websites. The majority vote was in favour of Shaggy Dog Web Design. ACTION – Clerk to proceed.

017/20-21 Annual Parish Meeting and Annual General Meeting

The Annual Parish Meeting scheduled for Tuesday 12th May 2020 and Parish Council Annual General Meeting scheduled for Wednesday 20th May 2020 are unlikely to go ahead due to the Covid-19 pandemic. The Government has introduced Regulations enabling local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. They also removed the requirement to hold an Annual General Meeting.

018/20-21 Covid-19 response and update

A volunteer list was produced and distributed the week beginning 16th March 2020. The system appears to be working well. A confidential list of vulnerable and shielded people in the village produced by South Cambs District Council have been shared with the Clerk and Volunteer co-ordinator. The Parish Council wishes to thank the volunteers and village shop in particular for their support to the local community in recent weeks.

019/20-21 DATE OF NEXT MEETING:

Wednesday 20th May 2020 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.

The meeting closed at 5.48pm

Appendix A

Report for Parish Councils – April 2020

South Cambs District Council report

Not surprisingly my month report will focus entirely on the current C19 crisis

Bins

SCDC advised residents that there will be changes to bin collection days due to the Easter and Early May Bank Holidays. It also wraps up the latest details about how all waste services (bin collections, recycling banks, HRCs) are impacted by the Coronavirus outbreak. In terms of changes to bin days, we will just catch up from Easter, then collection days will be later again due to the Early May Bank Holiday. Bin collections in Cambridge City and South Cambridgeshire will be later than usual during the Easter period and after the Early May Bank Holiday.

Collections of green bins are suspended until 4 May due to the impacts of the Coronavirus on bin crews. Around a third of bin collection staff are off work with symptoms or are self-isolating.

All collections scheduled from Good Friday 10 April to Friday 24 April and from Friday 8 May to Friday 15 May will take place on a later date than usual, and residents can check their collection days online.

Coronavirus Pages in South Cambs

All the relevant C19 advice is contained here

<https://www.scambs.gov.uk/your-council-and-democracy/parish-councils/coronavirus-advice-for-communities/>
Information about the county and district/city hub contacts

Contact details are attached in this link: [Covid-19 Co-ordination Hubs info and contacts.pdf](#)

Virtual meetings

TO ALL PARISH COUNCILS IN CAMBRIDGESHIRE & PETERBOROUGH

As you may know all local authorities have been waiting for emergency legislation which would allow us to have council meetings without councillors being physically present in the room. The Coronavirus Act was passed by Parliament at the end of last week and it contained s78 which dealt with the issue of Local Authority Meetings. The Act didn't contain any detail itself so we had to wait for the Secretary of State to publish regulations to set out the

detail. These regulations have now been published this afternoon and come into force on Saturday. Please read the detail below and circulate it to your parish councillors as soon as possible.

The Government has issued the regulations that will give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations

2020<<http://www.legislation.gov.uk/uksi/2020/392/contents/made>> will come into force on 4 April.

They apply to local authority meetings and police and crime panel meetings that are required to be held, or held, before 7 May 2021.

The Explanatory Memorandum can be read

here<<http://www.legislation.gov.uk/uksi/2020/392/memorandum/contents>>. On the purpose of the Regulations this states:

"These Regulations make provision to enable local authorities to hold meetings remotely including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming. The Regulations further modify existing legislative provisions to remove the requirement for local authorities to hold annual meetings, and to enable requirements for public and press access to local authority meetings and associated documents to be complied with through remote means and website access.

"For the purposes of these Regulations, a local authority includes county councils, district councils, combined authorities, parish councils, joint committees constituted to be a local planning authority, fire and rescue authorities and national park authorities. The Regulations apply to meetings of a local authority, an executive of a local authority, a joint committee of two or more local authorities, and a committee or sub-committee of any of those bodies.

"Part 4 of these Regulations makes provision to enable all Police and Crime Panels in England and Wales to hold meetings remotely including by (but not limited to) video conferencing, live webcast, and live interactive streaming, and to enable requirements for public and press access to Police and Crime Panel meetings to be complied with through remote means and website access."

The Memorandum says: "Legislation is needed because existing primary legislation requires local authorities to hold annual meetings in the period March to May, and also that meetings must be in person, requiring attendance of all the members at a place together. The measures will help local authorities redeploy their resources to deal with the pandemic and ensure essential business continues whilst upholding democratic principles and protecting the health and safety of members, officers and the public in line with official public health guidance. The local authority sector has asked for the flexibilities to be in place as soon as possible and it is clearly vital that this is achieved." It adds: "Being able to hold all meetings flexibly, including annual meetings, executive meetings, and committee meetings, allows local authority business to continue while adhering to official public health guidance. It also allows the public the same flexibility to attend whilst adhering to the guidance."

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

Of particular interest will be Regulation 5 which sets out the conditions for remote attendance as follows:

5.—(1) A reference in any enactment to a meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a "place" where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

(2) For the purposes of any such enactment, a member of a local authority (a "member in remote attendance") attends the meeting at any time if all of the conditions in subsection (3) are satisfied.

(3) Those conditions are that the member in remote attendance is able at that time—

(a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,

(b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and

(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(4) In this regulation any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.

(5) The provision made in this regulation applies notwithstanding any prohibition or other restriction contained in the standing orders or any other rules of the authority governing the meeting and any such prohibition or restriction has no effect.

(6) A local authority may make other standing orders and any other rules of the authority governing the meeting about remote attendance at meetings of that authority, which may include provision for—

(a) voting;

(b) member and public access to documents; and

(c) remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming.

With local authorities not required to hold annual meetings under these regulations, current appointments will continue until the next annual meeting of the authority or when the local authority determines, the Explanatory Memorandum states. "This provides, in the absence of an annual meeting, continuity of membership."

South Cambs Patch Lists

You should be aware of which patch you are in and who is your dedicated Patch Officers:

Parish & Community Q & A

There is a community Q & A available here:

file:///C:/Temp/ab098/Downloads/SCDC%20Community%20Response%20to%20Covid-19%20FAQs%20FINAL.pdf

Business Support

Supporting local businesses – guidance for parish councils and community groups

As part of the Council's Covid-19 response, we are trying to urgently support businesses in the district who are struggling during this difficult period. We don't have a single database for all businesses in the district, as not all businesses are registered for business rates. To help us get a list together as quickly as possible, could you help by sharing with us any mailing lists or databases you have on this including:

- Sole traders
- Home based businesses
- Community enterprises and charities including CICs

We want to ensure that we can put in place, as quickly as possible, appropriate support to help businesses through the next few months, and fill the gaps around the central government support offer where we can. We will be proactively contacting businesses to find out what they need, so any help you can give in providing details for our emerging database would be very helpful.

Please could you send any lists to our colleagues at the Greater Cambridge Partnership who are helping us with this work via greatercambridge.business@cambridgeshire.gov.uk

Please also use whatever communications channels you have (social media, websites etc.) to spread the word about this appeal, and encourage any businesses of these types to flag themselves to us by emailing greatercambridge.business@cambridgeshire.gov.uk

Additionally, information for businesses is being updated frequently on the Coronavirus section of our website at www.scambs.gov.uk/business/coronavirus-information-for-businesses

Cambridgeshire County Report

Library service changes in Cambridgeshire

Following Government guidance, all Cambridgeshire County Council library buildings closed on Monday 23rd March and will remain closed until further notice. During this time:

- Overdue charges have been suspended and return dates have been extended throughout the closure period
- Reservations for stock will not be accepted at this time. Any existing reservations will be satisfied when libraries re-open.
- A number of digital services will be provided. To browse our eBooks, eMagazines, eNewspapers and three suppliers of eAudiobooks, visit our Online Library webpage
- To stay up to date with the latest Cambridgeshire County Council library news, sign up to our e-newsletter
- Further information about the library closures is on our website

You can keep up-to-date with any changes to our services on our websites:

- Cambridgeshire - <https://www.cambridgeshire.gov.uk/residents/coronavirus/disruption-to-council-services>
Our advice and latest information on Coronavirus can be found on both websites - www.peterborough.gov.uk/coronavirus and www.cambridgeshire.gov.uk/coronavirus

Changes to bus services across Cambridgeshire and Peterborough

As Government social distancing during the Covid-19 outbreak continues, a number of bus companies across Cambridgeshire and Peterborough have announced changes to their timetables.

- Stagecoach timetable changes in Peterborough and Cambs – Updates to bus services – Further temporary changes to Stagecoach bus timetables will be introduced in Cambridge and Peterborough from Sunday, 5th April. Critical routes will be maintained wherever possible. Visit the Stagecoach website
 - o Cambridge – Changes to 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 13A, 13B and 13X, 16A, 18, 19, 25, H, X8 and 39.

Sharing Parish Updates

You are welcome to share this Parish Update by forwarding the email to people in your community, who can also subscribe to receive updates from Cambridgeshire County Council by registering and selecting 'Parish and District Updates' from the list under Covid-19.

Park & Ride

Naturally given the changed work practises the P & R service is adjusted.

<http://www.cambridgeparkandride.info/whatson.shtml>

Rail Season Ticket Refunds Greater Anglia are trying to process these as fast as possible.

<https://www.greateranglia.co.uk/contact-us/faqs/refunds/coronavirus-ticket-refund-update>

Royston & District Community Transport. They are keen to get some younger drivers during the Covid19 crisis.

<https://communitytransportherts.org/schemes/car-schemes/royston-district-community-transport/>

Govia Thameslink

They are now running a Sunday style service

Safeguarding

Children's Safeguarding

If you are concerned that a child may be suffering physical, sexual or emotional abuse or neglect or is at risk of significant harm you should contact Children's Services using one of the following: • Cambridgeshire children: 0345 045 5203 ReferralCentre.children@cambridgeshire.gov.uk • Peterborough children: 01733 864180 • Out of Hours Emergency Duty Team (EDT): 01733 234724 If you are a professional you can report a safeguarding concern using the Cambridgeshire & Peterborough Safeguarding Referral Form. All telephone referrals will need to be followed up in writing within 24 hours by the referring professional.

Adult Safeguarding

If you have concerns for an Adult, you should contact Adult Services using one of the following: Cambridgeshire County Council • Telephone: 0345 045 5202 • Email: referral.centre-adults@cambridgeshire.gov.uk Peterborough City Council • Telephone: 01733 747474 • Email: adultsocialcare@peterborough.gov.uk Between Monday to Thursday 5pm to 8am and Friday 4pm to Monday 8am, adult safeguarding concerns can be directed to the Emergency Duty Team (EDT) – 01733 234724

Peter McDonald

April 5th 2020.