

MINUTES OF ICKLETON PARISH COUNCIL

Wednesday 17th June 2020 starting at 7.30pm. This meeting was held remotely using the software application Skype.

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

District & County Cllr Peter McDonald

037/20-21 To Receive Apologies for Absence

Cllr Katherine Denman- Johnson

038/20-21 Councillors Declaration of Interest for Items on the Agenda & Requests for Dispensation

Cllr Pavelin – agenda items 051/20-21 i. and 051/20-21 vi.

Cllr Wombwell – agenda item 047/20-21 i.

039/20-21 Open Forum for Public Participation Including Youth Representation

None.

04020-21 To approve minutes of meeting held on 20th May 2020

It was **resolved** that the minutes of the meeting held on 20th May 2020 are approved and signed by the Chair.

041/20-21 Matters Arising /Clerks report

Various traffic and highways matters, which are either on the agenda for discussion at this meeting or are ongoing and will be reviewed in due course.

042/20-21 Declarations made by Cllr Denman-Johnson

Cllr Denman-Johnson has completed all the necessary paperwork which has been retained by the Clerk and sent to South Cambridgeshire District Council as appropriate.

043/20-21 Traffic and Highways Issues

i. Local Highways Initiative (LHI) 2021-22

The council spoke about the junction of Grange Road and Coploe Road in light of agenda item 046/20-21 i. and decided that this matter is in need of greater input than the LHI budget would accommodate. There is still no deadline for LHI 2021-22 applications so the Council will continue to consider and discuss possibilities.

ii. Highways repair document received from Cllr Peter McDonald

All repairs listed are still outstanding. The Clerk will add new repairs identified to the list and send to Cllr McDonald.

iii. Graffiti on Frogge Street motorway bridge

Cllr Wombwell reported offensive graffiti on the Frogge Street motorway bridge. This is likely to fall under the responsibility of Highways England. Clerk to report to Highways England.

044/20-21 Rural Crime Report

Nothing to report from Parish Councillors. Cllr McDonald reported deer coursing in the area of Fowlmere.

045/20-21 Reports from County and District Councillors

(Appendix A)

Cllr McDonald summarised his report.

Clerk to include the following extracts from the report in the July edition of Icene:

Business grant funding, Covid-19 track and trace, home learning hub & young people's services and safeguarding.

Cllr Sadler asked for an update on the A505 study. Cllr McDonald stated that it is still a work in progress but expects to have an update next month.

046/20-21 Correspondence Received

i. Road safety on Grange Road

The Parish Council received correspondence from a parishioner expressing concern about the junction of Grange Road and Coploe Road in light of several near miss incidents witnessed recently and a road traffic accident on 5/6/2020, police incident CC-05062020-0374 refers. The Clerk has informed Highways. Cllr Peter McDonald and Cllr Wombwell will attend the location on 19/6/2020.

ii. Warden Scheme

Correspondence received from South Cambridgeshire District Council who are seeking to set up a mobile warden scheme for Ickleton run either by the Parish or by an outside provider. It was resolved by unanimous agreement that the Parish Council would be happy for it to be provided by an outside provider.

- iii. Planning – letter from Cllr Heather Williams
Correspondence received from Cllr Heather Williams regarding the recent planning delegation decision. Noted.
- iv. Skate park
Correspondence received from an artist in a neighbouring village who asked if the Parish Council would be interested in some spray artwork on the recreation ground skate ramp. While some Councillors were reluctant it was resolved that the Artist could provide examples of his work and designs for them to consider.
- v. Sanitising play equipment
Correspondence received from a company offering to sanitise play equipment in light of the Covid-19 outbreak. It was resolved that as the play equipment has been out of use for around 12 weeks it would not be necessary in light of Covid-19, but that an annual clean of the play equipment is a good idea.

047/20-21 Planning Information

- i. For consideration
Reference: 20/02302/FUL
Proposal: Conversion of existing farm building to two semi-detached dwellings including associated external works
Site address: Rectory Farm, The Heath, Grange Road, Ickleton, CB10 1TA
Applicant: Ford Homes Ltd
Cllr Wombwell left the meeting due to her declaration of interest.
It was noted that prior approval was granted in 2015 for change of use from an agricultural building to one dwelling house. A further application in December 2019 outlined plans for the building to be converted into two smaller dwelling houses. Application Ref: S/3734/19/PA refers. A majority vote was to support the application. The application was refused due to work starting in 2015 and therefore a full application has now been made. The Council maintained its support of the application.

Cllr Wombwell returned to the meeting.

- ii. Planning Decisions
None.
- iii. Planning Appeals
None.
- iv. Tree Works
None.

048/20-21 Updates on current applications

There are no large-scale current planning applications at this time so this item can be removed as a standing agenda item.

049/20-21 Greater Cambridge Local Plan

Following the completion of the initial consultation stage, next steps have been published for the Local Plan which determine how and where future homes will be created. The proposed timeline is subject to approval by Councillors during June 2020.

Cllr Sadler to confirm some points made earlier in the meeting from Cllr McDonald (agenda item 045/20-21) due to technical issues with the Skype link.

050/20-21 Reports from Councillors

Cllr Wombwell noted that rubble had been dumped near to Coploe Road Pit and will remove it in due course.

051/20-21 Financial Matters

- i. **To approve payments of June 2020 accounts:**
Clerks salary (confidential)
Clerks expenses - £41.75

Tim Pavelin - £80.00

Hundred Parishes annual subscription - £20.00

It was resolved that the payments listed above be made.

Of note is that although the weekly payment to Tim Pavelin had been increased to £25 per week at the May 2020 Parish Council meeting, he wishes to keep the payment at £20 per week and the Council were in agreement. The annual subscription to Hundred Parishes is a minimum of £10. Cllr Wombwell proposed a payment of £20 was made and Cllr Cheney seconded.

ii. **Money received:**

Precept - £12,500

Noted by the Council.

iii. **Whittlesford Warriors season fee**

The Council were unable to review the fees because the necessary information hadn't been received from the football club. To be discussed at the July 2020 Parish Council meeting.

iv. **Icene advertising charges**

In light of the current situation with covid-19 and restrictions on distribution it was resolved that the Parish Council would not review the charges this year.

v. **Allotment hedging quote**

Quote not received to date.

vi. **Contract for emptying bins and purchase of cart**

On the advice of the internal auditor and CAPALC a contract has been drawn up. Tim Pavelin will sign the contract and return to the Clerk. The Council agreed in principle at the May 2020 Parish Council meeting to purchase a cart and have asked that quotes are obtained to be discussed at the July 2020 Parish Council meeting.

052/20-21 Annual Governance and Accounting Return 2019-202

i. **To receive the Internal Audit Report**

Internal Audit Report was received. Clerk to consider amendments to the Financial Regulations as suggested by the Internal Auditor. The Clerk will present the amended document at the July 2020 Parish Council meeting for approval.

ii. **To approve Annual Governance Statement**

It was resolved by unanimous agreement that the Annual Governance Statement is approved by the Council and signed by the Chairperson.

iii. **To approve Annual Accounting Statement**

It was resolved by unanimous agreement that the Annual Accounting Statement as presented by the Clerk is approved and signed by the Chairperson.

iv. **To confirm date of Exercise of Electors Rights**

The date of Exercise of Electors Rights will be Monday 6th July 2020 to Friday 14th August 2020.

053/20-21 Motion to Exclude Public and Press

Since there were no public or press at the meeting and only Council members in attendance, there was no need for a Motion to Exclude to be passed before discussion of the next item.

054/20-21 Clerks annual appraisal and salary review

An annual appraisal was carried out with the Clerk by Cllr Wombwell on 10/6/2020.

The Clerk left the meeting and returned after the Councillors' discussion and decision.

The Chairman informed the Clerk on her return that all Councillors were very pleased with the performance of her duties over the last year, and it had been unanimously decided to advance her salary with immediate effect to SCP 18 of the national pay scale.

055/20-21 Maintenance

i. **Coploe Pit gate**

Quote not received to date.

ii. **Frogge Street bench**

It was resolved that the bench would be replaced and that the new bench is put at a more favourable location. A contractor will need to be arranged to remove the old bench and make safe the site. Cllr Cheney suggested a tree is planted at the existing site. Council to consider the location further at the July 2020 Parish Council meeting.

056/20-21 Parish Council website

It was resolved that the Parish Council would continue with the commission of a new website to include other village groups and organisations but that the Village Hall in particular would need to consider an independent website if they wished to include anything more than text such as an online bookings calendar.

**057/20-21 DATE OF NEXT MEETING:
Wednesday 15th July 2020**

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 9.50pm

Appendix A

Report for Parish Councils – June 2020.

South Cambs District Council

For this month I've now included other major items as well as C19.

Greater Cambridge Local Plan

The thousands of people who took part in a recent consultation on the future of Greater Cambridge are being thanked by councils – as a report published on Friday (22 May) sets out that the consultation 'reached more residents than ever'.

The seven big themes

From the circa 7,000 comments received, which the councils are still in the process of analysing, the Initial Feedback from the Consultation identified some key areas to be explored during the development of the Local Plan:

- On where to build, it appears there is support for densification of existing urban areas, along with development along public transport corridors. Views on development around villages were polarised and, on green belt development, it appears there is some support for locations which are sustainable in transport terms, to reduce car travel from locations further away
- Most people agree that the right seven themes have been identified for the Plan, but there was a range of views about which themes should take priority
- Infrastructure – which can refer to road and cycle networks, education and health provision, and more – was the theme that attracted the most interest, by a substantial margin, with transport being the most commented on topic
- The second most popular theme was homes, followed by climate change, which prompted a wide range of views – from those who felt it was a high priority, to those who felt that other issues should take precedence
- Many responses said that continuing economic growth was important, although many also raised questions around whether growth was desirable. Some stated that wellbeing was a priority over growth, while others expressed the view that economic growth was the means to raise quality of life.

Options put forward for where to build

The report, published for the meeting of the Joint Local Planning Advisory Group on 2 June, also outlines a proposed timeline for the next stages of the Local Plan process, which takes into account the comments received and the clear aspiration for continued involvement by communities in the early stages. The new programme outlined in the report makes arrangements to do so, and includes:

- publishing emerging evidence from commissioned external experts in October 2020, followed by stakeholder engagement workshops to debate these in November/December
- the first key milestones for public participation in the plan in summer 2021, when members of the public will be asked to input into the proposed approach. This will be the 'Preferred Options' stage, which sets out specifics such as proposed levels of development for jobs and homes; sites allocated for development; and the preferred approach for key policy topics such as climate change targets, affordable housing thresholds, and approach to development in villages.

The proposed timeline is subject to approval by councillors during June 2020.

The report can be viewed on the website. The Greater Cambridge Planning Service is a partnership between Cambridge City and South Cambridgeshire District councils, and updates on the Local Plan process will be available at www.greatercambridgeplanning.org

Business Grant Funding

On May 13th the Government announced a further 'discretionary' business grant scheme which in South Cambs will be c £1m.

Whilst this is a discretionary scheme for local authorities to deliver, many of the criteria have been set nationally, including the priority areas below. In response to the leader's comments that some of these categories are not a priority for us, we sought guidance from BEIS who responded as follows: "To summarise, funding should be focused primarily on those categories listed but we accept that a proportion of it won't be used on those and it is for the LAs to decide who in that group they think are the most needy. So effectively we need to include the following categories, but can decide on the amounts we award per category, and we can add extra categories."

Categories identified by government:

- Small businesses in shared offices or other flexible workspaces. Examples could include units in industrial parks, science parks and incubators which do not have their own business rates assessment.
- Regular market traders with fixed building costs, such as rent, who do not have their own business rates assessment.
- Bed & Breakfasts which pay Council Tax instead of business rates; and
- Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.

In addition to these priorities, the government guidance sets out a number of eligibility criteria, including:

- A rateable value or rent or mortgage of less than £51k
- Ineligible for other current schemes, such as Retail, Hospitality and Leisure Discount and the first round of Small Business Grants
- Turnover is not more than £10.2m
- Balance sheet total is not more than £5.1m
- Less than 50 employees

- Must have relatively high ongoing fixed property related costs
- Must be able to demonstrate a significant fall in income
- Must have been trading as of 11th March 2020 (any company in administration or insolvency is excluded)
- Charities must have a rateable value of less the £15k and must not already receive Small Business Rate Relief.

The scheme will open in June and close 2-3 weeks afterwards.

Milton Country Park is being provided with up to £50,000 by the District Council, to ensure residents can keep enjoying the green spaces and paths.

The grant will include a £25,000 payment now and the option of the second half from September. It is being made available to the Cambridge Sport Lakes Trust charity, which runs the 95-acre Park on South Cambridgeshire District Council's behalf.

The park has a combination of woodland, water and grassy meadow habitats which are carefully managed to support and enhance diversity and the natural environment. Throughout the year there is an abundance of wildlife to see and enjoy.

However, in March, the main sources of income – the car park and café – were closed to help with social distancing requirements. The Park's chargeable sports and activity programme also stopped. The car park only re-opened at the start of May, for use by visitors who have no option but to drive there, with the café currently only serving takeaways. These factors led to Cambridge Sport Lakes Trust furloughing staff to keep costs down and struggling to meet running costs.

The Trust has not been eligible for the Government's business support schemes as it does not pay business rates – a key criteria for the main grant schemes announced so far. A Crowdfunding scheme is currently running and has reached almost £9,000 but more help is needed to keep the Park open. This led to the Trust approaching the Council.

In 2008, the Council handed the lease for the Country Park to the Trust. Should the trust not be able to continue running it, then the management would revert to be the Council's responsibility.

South East Cambridge Masterplan

The preferred routes/options have been published which impacts Babraham with regard to development points 6,7,8.

https://www.greatercambridge.org.uk/transport/transport-projects/cambridgesoutheast/cambridge-south-east-transport-background?utm_medium=email&utm_source=govdelivery

Planning Delegations

This was adopted at the Full Council. My submission to the debate is below. Positive sign was a planning application in Whittlesford which came to Committee:

“The issue of Planning delegation goes to the heart of the trade-off between all-encompassing democracy and legal and efficient working of the Council. In deciding whether to support these recommendations I have a number of tests which I'd like Cllr Hawkins and Cllr Batchelor to apply going forward.

- The amended delegations are logical and sensible from a non legal person point of view. However, we must ensure Parish input on key applications don't fall through the cracks. Provided we adopt and embed what is here that mustn't and shouldn't happen.

- Parishes are statutory consultees. We will of course maintain those rights and indeed strengthen them, but we should re state our commitment to that.
- The Chairman’s role is key since he acts as challenger to the officer in the case of non-referral. I trust the Chairman to pick up this challenge and act accordingly in cases where Parishes are concerned about applications.
- Where there is a difference of opinion the Local Member must be given full voice to make a referral and I believe this is contained in the scheme.
- When a non-referral occurs then there must be a full explanation to the Parish why not and the local member should be included in this explanation. This would be a very important enhancement
- We should carefully monitor the referrals and address any non increase in the trend. I’m not going to set a target since that may be invalid but recommend that process is taken fully on board.
- Parishes need to be able to sit down with their new Area Officers as soon as time allows. Can we do this by Zoom soon?
- I recognise and appreciate all the hard work done by you and officers. Now we need to translate all that into wider and deeper Parish engagement with our new Team leads.
- This should not be the end of the story but a Chapter in improving transparency and efficiency.”

Cambridgeshire County Report

Schools

Jonathan Lewis, Service Director for Education at Cambridgeshire County Council and Peterborough City Council:

“Parents have the option about whether to send their children or not. We do not have a mandate, and we will not penalise any parent who doesn't send their children back in this academic year. Schools will continue to support pupils at home.

“If and when our schools do re-open, measures will be in place to ensure they are safe, with steps taken and adjustments made to ensure social distancing amongst children and staff. We are also fully engaging in the roll out of test and tracing.

“Most of our schools have remained open throughout the lockdown period for vulnerable children and those of key workers. In fact, across Cambridgeshire and Peterborough our levels of attendance have consistently been above the national average.

“We want to see our children returning to school, and hopefully the guidance from government today will provide evidence that categorically proves it is the right time to do so.”

Track & Trace

From May 28th people across Cambridgeshire are being urged to support a new NHS Test and Trace programme which will aim to track every single case of coronavirus in our communities to stop the infection spreading.

As we move out of the national lockdown, we are asking those who have been in contact with anyone who might have the virus to isolate themselves.

Cambridgeshire County Council will also be able to take robust action where a number of people have or are suspected of having caught the virus.

From now on, everyone is being asked to follow this three-step plan:

Step 1 - If you have one or more of the symptoms of coronavirus – a fever, a new continuous cough or a loss of taste or smell – you and the people you live with must immediately self-isolate.

Step 2 – You then must book a test on the NHS coronavirus website and if you don't have internet access dial 119. Do not leave home for any other reason. If you test positive, you will then be contacted by the NHS Test and Trace service within 24 hours.

Step 3 – If you do test positive, NHS Test and Trace will help you establish who you have been in contact with and might have infected. This could be members of your own household already isolating or someone you have been within 2 metres of for more than 15 minutes. You will also be given clinical advice and support for dealing with the virus. NHS Test and Trace will then contact those contacts anonymously. If you are one of those contacts, you will be advised to isolate for 14 days, even if you don't have symptoms or feel perfectly well. If you developed symptoms, you would be required to get a test.

A network of COVID-19 hubs is working across the county to help people who need support at this time and don't have family, friends or neighbours they can ask for help.

People who need help whilst isolating should visit www.cambridgeshire.gov.uk or call 0345 045 5219.

New Walking & Cycling Routes

As the nation gets ready for a return to a 'new normal' due to Covid-19, the Government has advised members of the public to walk and cycle wherever possible, rather than relying on cars and public transport.

Since the Government announcement easing the nation's lockdown restrictions, working closely with the Cambridgeshire and Peterborough Combined Authority, we have spent time preparing for both permanent and temporary measures – some of which could be put in place within the next two weeks.

These measures aim to make walking and cycling a default option, by making it as easy as possible to make short trips. We have been working with organisations such as Camcycle and Sustrans.

As well as lessening the chances of spreading and catching Covid-19, walking and cycling also improves health and is better for the environment – two key factors which will help improve your chances of surviving the virus, should you get it.

In Cambridgeshire, there will be three waves of improvements planned as follows, including:

- Shelford Road to the Waitrose junction - removal of bus lane and widening of cycle lanes
- Chesterton Road – removal of centre line and addition of a cycle lane
- Milton High Street – removal of centre line and addition of a cycle lane
- Girton Road – removal of centre line and addition of a cycle lane
- Kings Hedges Road – removal of a centre line and addition of a cycle lane

By early June

- Trumpington Road – on carriageway cycle lane and removal of bus lane and parking
- Trumpington Street to Kings Parade – potential on carriageway cycle lane

By mid June

- One-way system in place on Mill Road.

In addition, the council is working with the Greater Cambridge Partnership to see if it can move ahead with the temporary closure of Luard Road and Grange Road in Cambridge.

Other areas being considered, subject to Department for Transport funding, include:

- Pedestrian crossings – Trialling the replacement of the existing ‘push’ buttons with touch-free options and reducing waiting times for pedestrians at busy crossings in the city centre.
- School street closures - Introducing temporary closures or vehicle restrictions (with the exception of residents or delivery drivers) on roads outside schools in the city.
- Vegetation clearing - Working with Aragon Direct Services to ensure that cycle paths and footpaths are clear overhanging vegetation and more inviting for people to use them.
- Additional cycle parking across Peterborough
- Cycle repairs, training and maintenance facilities
- Cycle lane refreshes
- Temporary social distancing information placed on footpaths and cycle lanes to encourage social distancing
- Monitoring walking and cycling levels across the city on a regular basis
- Increasing Bikeability at schools in the city (school cycle proficiency training)
- Working with businesses to encourage sustainable travel
- Further longer-term development of the city’s Walking and Cycling Infrastructure Plan
- Investigating any other temporary cycling/pedestrian improvement suggestions from residents, businesses and organisations throughout the city.

Home Learning Hub

Resources and links to help support the mental health and wellbeing of children and parents during Covid-19 have been rolled out by Cambridgeshire County Council.

Education and Public Health leads have joined forces to provide a range of trusted and wide-ranging resources and links, giving children and parents somewhere to turn if they need help.

The resources offer easy access to a range of free, confidential support services which are on hand to help anyone dealing with emotional or physical issues, abuse, substance misuse, or mental health problems.

Some of the services offer support over the phone, giving you a chance to have a chat with a professional, while others are available online, via text, or even through a dedicated app.

Children and parents can find the resources through the county council's popular Home Learning Hub, which offers activities, challenges and lessons plans from across the curriculum – helping those currently learning at home.

You can learn more about resources for children and parents on the Cambridgeshire Learn Together website. <https://www.cambslearntogether.co.uk/home-learning/wellbeing/cyp>

Foxton Travel Hub

This proposal for the travel (Southern option) is going to the GCP Board June 4th

It currently doesn't contain a bridge crossing on the A10 and leaves this open to National Rail to propose. The business case is here:

file:///C:/Temp/ab098/Downloads/GCP%20-%20Foxton%20Travel%20Hub%20-%20Outline%20Business%20Case.pdf

Communities Capital Fund

We have submitted an application for £76k for a mobile classroom for Foxton preschool.

Young Peoples Services

The coronavirus and the government lockdown have had an impact on all our lives. Being away from school and not seeing your wider family and friends can be really difficult. Even though technology is helping us stay in touch, it won't always make up for hugging your family members or hanging out with your friends face to face.

If you are struggling or finding things a bit tough there are lots of services out there to help. Some offer help over the phone, so you can speak to someone in confidence about anything that is on your mind. They are trained to help and will not judge. There are other types of services available too, like a text messaging service and an app.

They are all free, entirely confidential and ready to help.

Keep Your Head

The best place to keep up to date with information on local services is through the 'Keep Your Head' website. This is updated regularly, and is a good place to go to see what help is available locally.

<https://www.keep-your-head.com/cyp>

Chat Health

A text messaging service in Cambridgeshire and Peterborough that provides support for young people aged 11-19 around a variety of topics such as: emotional health, relationships, self-harm, bullying, alcohol/drug use, healthy eating.

Text 07480 635 443

Texts are usually replied to within one working day and cost the same as a standard text or will come out of your contract message allowance.

Kooth

www.kooth.com

Available for any young person aged 11-18 years old with a Cambridgeshire or Peterborough postcode. Kooth offer online support from counsellors, access to a number of moderated forums, and a range of self-help materials.

Chums

Chums – <http://chums.uk.com/wp-content/uploads/2020/03/Duty-Line-2020-1.pdf>

A phone service is available to offer support and guidance to children and young people, parents/carers and professionals.

Centre 33

Centre 33 – <http://centre33.org.uk/help/about-us/>

Available for anyone 18 and under, Centre 33 operate a range of services from free counselling and support to information on sexual health, housing and budgeting.

The 5 centres are currently closed due to the lockdown, but the service is still running and continues to offer support, via any of the means below:

Tel: 0333 4141809

Text/whatsapp: 07514 783745

Email: help@centre33.org.uk

Safeguarding Reminder

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

June 1st 2020.