

## MINUTES OF ICKLETON PARISH COUNCIL

Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall on Wednesday 18<sup>th</sup> May 2022 starting at 7.30pm

Present:

Cllr Sian Wombwell, Cllr Terry Sadler, Cllr Tim Pavelin, Cllr Simon Cheney, Cllr Philly Hamilton, Leanne Smith (Clerk)  
District & County Cllr Peter McDonald  
Two parishioners

Those present had a lengthy discussion about the vacancies and co-option and the meeting formally started at 8pm.

**001/22-23 To Elect the Parish Council Chair and receive the Declaration of Acceptance of Office**

It was proposed by Cllr Pavelin, seconded by Cllr Hamilton and resolved that Cllr Wombwell is elected as the Chair of the Parish Council for the forthcoming 2022-23 year. Cllr Wombwell signed the Declaration of Acceptance of Office in the presence of the Parish Clerk.

**002/22-23 To Elect the Parish Council Vice Chair and receive the Declaration of Acceptance of Office**

It was proposed by Cllr Wombwell, seconded by Cllr Pavelin and resolved that Cllr Cheney is elected as the Vice Chair of the Parish Council for the forthcoming 2022-23 year. Cllr Cheney signed the Declaration of Acceptance of Office in the presence of the Parish Clerk.

**003/22-23 To Receive Apologies for Absence**

Cllr Steven Heaney – apologies received ahead of the meeting.  
William Wombwell – apologies received ahead of the meeting.

**004/22-23 Councillors Declaration of Interest for Items on the Agenda & Requests for Dispensation**

Cllr Pavelin – agenda item 018/22-23 ii. and 018/22-23 v.  
Cllr Wombwell – agenda item 007/22-23 iii.

**005/22-23 Open Forum for Public Participation Including Youth Representation**

None.

**006/22-23 To approve minutes of meeting held on 20<sup>th</sup> April 2022**

It was resolved that the minutes of the meeting held on 20<sup>th</sup> April 2022 are approved and signed by the Chair.

**007/22-23 Parish Council Elections 2022**

**i. To receive Declaration of Acceptance of Office from all Parish Councillors**

All elected Councillors present signed the Declaration of Acceptance of Office in the presence of the Parish Clerk. Cllr Heaney needs to sign a declaration due to his absence.

**ii. Register of Parish Members' Financial and other Interests**

All elected Councillors present completed a Register of Parish Members' Financial and other Interests. ACTION – Clerk to submit to SCDC. Cllr Heaney needs to complete a register due to his absence.

**iii. Parish Council vacancies and co-option**

There are three ordinary vacancies on the Parish Council for which applicants can be co-opted and three applications were received from Lucy Davidson, Edmund Harcourt and William Wombwell. After obtaining advice from Cllr McDonald, it was proposed by Cllr Wombwell, seconded by Cllr Hamilton and resolved that the Co-option Policy and Standing Orders are temporarily suspended to allow the co-option to go ahead as three applications were received and two of the applicants were in attendance at the meeting.

Cllr Wombwell withdrew from voting and left the room with Cllr Cheney temporarily chairing the meeting. The two applicants present, Lucy Davidson and Edmund Harcourt, left the room. Cllr Peter McDonald also left the room. Councillors present voted and the three applicants were co-opted on to the Parish Council. Cllr Wombwell, Cllr McDonald, Lucy Davidson and Edmund Harcourt returned to the room and were notified of the result. Cllr Wombwell resumed chairing the meeting. Lucy Davidson and Edmund Harcourt signed the Declaration of Acceptance of Office in the presence of the Parish Clerk and took a seat on the Council. ACTION - Register of Parish

Members' Financial and other Interests to be completed by the new Councillors and Code of Conduct and South Cambs District Council Complaints Procedure to be sent by the Clerk.

**008/22-23**

**Policy and procedure**

i.

**To approve the Code of Conduct**

The Local Government Association (LGA) developed a model Code of Conduct in association with key partners after a consultation with the sector. The model Code of Conduct was shared with the Parish Councillors in August 2021 who were asked to consider it for adoption. The Parish Council were not opposed but it was resolved that as there would be an election in May 2022, the new model Code of Conduct should be adopted at the meeting in which the elected Councillors take office. It was proposed by Cllr Sadler, seconded by Cllr Hamilton and resolved that the Code of Conduct is adopted by the Parish Council. ACTION – Clerk to circulate the South Cambs District Council Complaints Procedure.

ii.

**To approve the Standing Orders**

The model Standing Orders have been amended by the National Association of Local Clerks (NALC) to include changes specifically to procurement. The document was shared with the Parish Councillors who were asked to consider it for adoption. It was proposed by Cllr Sadler, seconded by Cllr Wombwell and resolved that the Standing Orders are adopted by the Parish Council. The Standing Orders adopted included an amendment to the means of voting during the co-option process, as adopted in the existing Standing Orders.

**009/22-23**

**Parish Council representation on the Village Hall Committee**

Liz Gibson has stepped down from the Parish Council and therefore her place on the Village Hall Committee representing the Parish Council needs to be replaced. Cllr Hamilton volunteered to sit on the Committee. ACTION – Clerk to notify the Committee.

**010/22-23**

**Matters Arising & Clerks report**

Privately Funded Local Highways Initiative – Coploe Road, Grange Road, Abbey Street junction.

Cllr Wombwell will send a paper copy of the application by recorded delivery as emails have not been acknowledged. Cllr Wombwell reminded Councillors that there is a £500.00 fee for a feasibility study for the Parish Council to pay if the application is accepted.

**011/22-23**

**Defibrillator check**

Defibrillator check carried out by the Clerk on 18<sup>th</sup> May 2022.

**012/22-23**

**Traffic and Highways Issues**

i.

**Speedwatch**

Cllr Sadler reported on behalf of the Speedwatch Team. A member of the Safer Speeds Team has recently hand delivered three third warning letters to speeding motorists. This week has seen two notable incidents by motorists during Speedwatch sessions.

Cllr McDonald updated the Parish Council about the A505 congestion analysis data. The analysis focusses on the A505 and nearby villages Whittlesford, Sawston, Pampisford, Duxford and Hinxton. The data shows peak hour speeds (8-9am and 5-6pm respectively) compared with the overnight (uncongested) speed to get an idea of places where congestion is located. Cllr McDonald requested data for Ickleton, which has been provided.

ii.

**Highways - Temporary Traffic Road Regulation Order Brookhampton Street, Ickleton 6/7/2022**

**00:15 – 04:35**

Noted by the Parish Council.

**013/22-23**

**Rural Crime Report**

Nothing to report.

**014/22-23**

**Reports from County and District Councillors**

Report from Cllr Peter McDonald received ahead of the meeting and circulated to Parish Councillors. See Appendix A.

**Ukraine:**

Data from the Department for Levelling Up, Housing and Communities and Home Office shows that 435 visas have been issued for South Cambridgeshire so far, as part of the Homes for Ukraine scheme. This is the highest number for any District Council area, and the seventh highest figure for any area in England. Applications to the County Council for school places have been received.

**Business rate relief:**

Applications have closed but may still be accepted.

**Solar panels:**

A Councillor asked if the scheme would be available to the Village Hall. It was noted that the Village Hall will apply for a Zero Carbon Communities Grant.

**No Mow May:**

A summary will be produced in due course.

A Councillor asked for an update on the Highways 20mph initiative. Cllr McDonald stated that any applications submitted for the implementation of 20mph zones in the most recent Local Highways Initiative (LHI) will be moved to a separate process. This will mean that other LHI applications should be moved up and therefore approved. This will not affect Ickletons application though.

**015/22-23**

**Correspondence Received**

**i. Cambridgeshire Crimestoppers – Committee representation for the district of South Cambridgeshire**

Correspondence received from the Chair of Crimestoppers Cambridgeshire Colin Dobbins who is seeking volunteers from South Cambridgeshire to sit on the South Cambridgeshire Committee. Noted by the Parish Council. ACTION – Clerk to include in the next edition of Icene.

**ii. Uttlesford District Council - Notification of Great & Little Chesterford neighbourhood development plan submission consultation**

A six-week formal consultation period will run from 8am Thursday 14<sup>th</sup> April 2022 and close at 5pm Monday 30<sup>th</sup> May 2022. Comments or representations can be made in writing. Noted by the Parish Council. Cllr Sadler noted that Neighbourhood Plans should comply with District Council Local Plans and pointed out that Uttlesford District Councils Local Plan was adopted in 2005.

**iii. Parishioner of Great Chesterford – Planning application UTT/22/1280/CC Boro Farm, Newmarket Road, Great Chesterford**

Reference: UTT/00/1280/CC

Proposal: Consultation on Essex County Council application ESS/20/22/UTT - Change of use of land to allow the construction of a recycled aggregate production facility including storage bays and HGV parking.

Location: Boro Farm, Newmarket Road, Great Chesterford, Saffron Walden, CB10 1FN

Parish Councillors unanimously object to this application. Cllr Sadler to submit an objection on behalf of the Parish Council. Cllr Sadler has notified the Wellcome Genome Campus of the application.

**iv. Cambridge and Peterborough Combined Authority - Public consultation on a developing plan for better transport in Cambridgeshire and Peterborough**

The Combined Authority has launched a public consultation on a developing plan for better transport in Cambridgeshire and Peterborough lasting 12 weeks until the end of the day on 4<sup>th</sup> August 2022. The Local Transport and Connectivity Plan (LTCP) will set the strategy for how people move around the region and will update the current Local Transport Plan for Cambridgeshire & Peterborough adopted by the Combined Authority in January 2020. The Authority wants to encourage participation from as many members of the public and other stakeholders as possible. Noted by the Parish Council. ACTION – Clerk to include in the next edition of Icene.

**v. Wellcome Genome Campus - Event on Saturday 9th July 2022**

The Wellcome Genome Campus will be hosting a joint event with SCDC on Saturday 9<sup>th</sup> July 2022. It will be a ticketed event for both campus staff and local schools. The event will run between 1:30pm and 7:30pm and include sporting activities, food and entertainment. Consideration is being given to off-site parking solutions with shuttle buses to compliment the capacity on campus. Noted by the Parish Council.

**016/22-23**

**Planning Information**

**i. For consideration**

None.

**ii. Planning Decisions**

Reference: **22/01164/CL2PD**

Proposal: Certificate of lawfulness under S192 for a proposed single storey rear extension.

Site address: 9 Mill Lane, Ickleton, Saffron Walden, Cambridgeshire.

Certificate granted.

Noted by The Parish Council.

Reference: **22/01491/PRIOR**

Proposal: Agricultural steel portal frame storage barn

Site address: Valance Farm, Elmdon Road, Ickleton, Cambridgeshire.

Withdrawn.

Noted by The Parish Council.

Reference: **21/04016/HFUL**

Proposal: Replacement conservatory

Site address: 14 Duxford Road, Ickleton, CB10 1SX

Discharge Condition in Full.

Noted by The Parish Council.

Reference: **22/0291/TTCA**

Proposal: Alder 1 - Reduce height by 1-2m, reduce crown on beech side by 1-2m

Alder 2 - Reduce height by 1-2m, reduce crown on beech side by 1-2m

Alder 3 - Reduce height by 1-2m, reduce crown on beech side by 1-2m

Alder 4 - Reduce height by 1-2m, reduce crown on beech side by 1-2m

Site address: Abbey Barns, Duxford Road, Ickleton.

Have no objection to.

Noted by The Parish Council.

Reference: **22/0225/TTCA**

Proposal: S211 Tree Works. T1 - Field Maple - Crown reduce by 2.5 metres, T2 Cherry - Reduce Crown by 1 metre

Site address: 61 Abbey Street, Ickleton, Saffron Walden, Cambridgeshire.

Have no objection to.

Noted by The Parish Council.

iii. **Planning Appeals**

None.

iv. **Tree Works**

None.

v. **To consider the inclusion of information only planning applications at future meetings**

It was resolved that information only applications will be included on the agenda at future Parish Council meetings.

**017/22-23 Reports from Councillors**

**Cllr Cheney:**

Will take the lead on the cemetery extension plans. He will make contact with Cllr McDonald to discuss planning. Letters will be sent to landowners. In due course a proposal will be drafted.

**Cllr Sadler:**

A tree in the cemetery has fallen and needs to be assessed. ACTION – Cllr Cheney to attend and assess.

Requested that the Church Quinquennial Report is reviewed at the June 2022 Parish Council Meeting. ACTION – Clerk to add to agenda.

The Wellcome Genome Campus developers gave apologies at the Annual Parish Meeting on 4/5/2022. Cllr Sadler will invite the Urban and Civic representative to the June 2022 Parish Council Meeting.

**018/22-23 Financial Matters**

i. **Insurance renewal and building valuations**

In 2020 the Parish Council decided to renew the Insurance under a 3-year long term agreement.

The total annual long term agreement premium for 2022 is £1,240.47. The Councillors agreed that the cover still meets the needs of Ickleton Parish Council. It was resolved that the payment be made.

The Clerk asked the Parish Councillors to consider carrying out valuations on the Cemetery Chapel, Cemetery wall and sports storage unit as per guidance from the insurer so to reflect increases in

rebuilding and replacement costs. It was noted that the sports storage unit was recently purchased and so would not need a valuation, but the Cemetery Chapel and wall would. ACTION – Clerk to obtain costs for a valuation of the rebuild cost.

**ii. To approve payments of May 2022 accounts**

Clerk's salary (confidential)

Clerk's expenses – £57.50

Tim Pavelin (empty bins) - £80.00

Sellwood First Aid Training - £95.00

Npower (Street lighting) - £75.63

The following invoices were received after the agenda was published but brought to the meeting for consideration:

Rialtas Business Solutions Ltd (Year end close down) – £446.40

E&E Plumridge Ltd (Icene printing) – £145.00

It was resolved that all the payments listed be made.

**iii. Bank reconciliation (bank accounts)**

Unity Current - £24,222.73

Unity Instant - £25,103.28

Total - 49,326.01

It was resolved that the bank reconciliation for April 2022 is approved by the Parish Council.

**iv. Bank reconciliation (cash card)**

No money was spent on the cash card last month. The total remains at £165.04. Noted by the Parish Council.

**v. Contract for emptying bins 2022-23**

Tim Pavelin agreed to enter into the contract for another year on the current terms. Cllr Wombwell proposed, Cllr Sadler seconded and it was resolved that Tim Pavelin be awarded the contract on the same terms for another year until June 2023. Tim Pavelin and the Clerk signed the contract.

**vi. The Hundred Parishes Society membership**

Cllr Sadler proposed, Cllr Cheney seconded and it was resolved that the membership would be renewed at a cost of £20.00.

**vii. The Hundred Parishes grant application**

Parish Councils and other organisations who have long-standing membership of the Hundred Parishes Society have been invited to apply for funding support towards a project that is consistent with their charitable aims. It was resolved that Ickleton Parish would submit an application for funding towards the cost of the woodworm treatment in the Cemetery Chapel.

**viii. Contribution to the Village Hall solar panel project**

The Village Hall Committee will apply to South Cambs District Council for a Zero Carbon Communities Grant towards the fitting of a Solar Energy system at the Village Hall. Zero Carbon Communities Grants are more likely to be successful if evidence of community support is included and the Committee has therefore asked the Parish Council to show their support through a financial contribution. The Parish Council agreed in principle to make a contribution of at least £1,000.00 to the project but will request more detail about Village Hall funds and other contributions.

**ix. Quote for repair to play area swing mats**

Quote requested but not provided to date. To be carried over to the June 2022 Parish Council meeting.

**x. Quote to treat woodworm at Cemetery Chapel**

Quote requested but not provided to date. To be carried over to the June 2022 Parish Council meeting.

**xi. Quote for replacement Churchyard gates**

Quote received from Chip and Chisel for £10,440.00. The quote has been shared with the Church for their consideration. A second quote will be obtained. A Parish Councillor suggested the Council considers whether gates are needed and should be replaced.

**019/22-23 Recreation Field and Play Area**

**i. Play area bark**

Contact from a parishioner asking the Parish Council to consider topping up the bark in the play area as concrete footings are exposed. It was resolved that the bark would be raked in the first instance and a decision subsequently made with regard to whether more bark is needed. ACTION – in the absence of Bob Calladine, the Clerk will ask Dominic Pallett to rake the bark.

**ii. Zip wire repair**

Contact from a parishioner stating the zip wire is in need of repair due to loose bolts and screws. The zip wire has been taken out of use. ACTION – in the absence of Bob Calladine, the Clerk will ask Dominic Pallett to assess the zip wire.

**iii. Cricket club – various matters for discussion**

Edmund Harcourt informed the Parish Council that a request has been made by a property bordering the recreation field for netting to be installed to stop cricket balls going into the garden. The estimated cost is £6,000. The property owners have offered to make a contribution. Edmund provided statistics dating back to 2017 and action taken to reduce risk. He stated that the Cricket Club pays for damage caused. The Cricket Club has obtained legal advice and will carry out a risk assessment by a suitably qualified person.

Other matters to be discussed at the June 2022 Parish Council Meeting are installation of an all-weather net, the location of the basketball court and consultation on use of the recreation field.

**020/22-23 DATE OF NEXT MEETING:**

**Wednesday 15<sup>th</sup> June 2022**

*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 10.22pm

Appendix A

**Report for Parish Councils – May 2022.**

**South Cambs District Council**

**Ukraine**

Supporting people from Ukraine seeking refuge. Reminder of the South Cambs District and Cambs County Council efforts to support people seeking refuge from the war in Ukraine. The SCDC website contains practical information on what you can do: <https://www.scambs.gov.uk/community-safety-and-health/support-for-ukraine/>

Cambs County Council's information includes a useful FAQ: <https://www.cambridgeshire.gov.uk/council/communities-localism/support-for-the-people-of-ukraine>.

**Business Rates Relief**

Businesses in South Cambridgeshire which have been adversely affected by the pandemic, but unable to access COVID-19 support linked to their business rates, may be eligible for the latest financial support. South Cambridgeshire District Council is now welcoming applications for its discretionary COVID-19 Additional Relief Fund (CARF).

The Government funding is to provide additional business rates relief to support rate-paying businesses affected by the pandemic between 1 April 2020 and 31 March 2021. It is for businesses which weren't eligible for previous support linked to business rates, who can prove they have been adversely affected by the pandemic and have been unable to adequately adapt to that impact. Eligibility criteria will apply, and the scheme will not cover ratepayers who were eligible for Extended Retail Discount (covering Retail, Hospitality and Leisure), those who were eligible for Nursery Discount, or businesses where the premises was unoccupied. Premises that were temporarily closed due to government advice on COVID-19 may still apply.

Full details and eligibility criteria, along with an application form, can be found [here](#).

Applications will close on 13 May 2022. Rate Relief will be paid onto Business Rates accounts as soon as possible after all applications have been assessed.

## **Cambridgeshire County Report**

### **Solar panels**

Thousands of people across Cambridgeshire have been offered a large discount on installing solar panels on their roofs thanks to an innovative scheme taking place across the county.

Solar Together Cambridgeshire is a partnership between Cambridgeshire County Council, the district councils of East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire, and the city of Cambridge, which offers homeowners high-quality solar PV panels through a group purchasing scheme.

The first round of the scheme in autumn 2020 saw just under 1,000 installations completed, and the second round which has just taken place resulted in more than 9,000 registrations of interest, with homeowners able to secure average discounts of 34% compared to typical market rates.

Those taking up the scheme will also benefit from the removal of VAT for solar PV which began in April.

Under Solar Together Cambridgeshire local councils have partnered with independent experts iChoosr Ltd to offer homeowners a competitive price from pre-vetted installers.

For the second round of the scheme there were 9,284 registrations of interest, of which 8,470 were for solar PV and 814 for retrofit battery storage. This is 59% higher than the total registration figures in the autumn 2020 scheme.

On 15 March an auction took place where interested installers were subject to a strict qualification procedure to check they had the necessary certifications and insurances, while their financial stability and customer satisfaction results were also investigated.

Moreover, iChoosr looked through each installer's method of approach to ensure that they would be able to manage the logistics and operational demands of the scheme.

Following the auction, three winning bidders to cover the county were chosen. These were:

Greenscape Energy, Green Energy Together UK and Everyone's Energy.

All registered homeowners were then offered a deal which was on average 34% below the typical market price. The number of people who have taken up the offer has yet to be finalised with the offer remaining valid until 13 May. To register your interest for the next round of the scheme, visit:

<https://solartogether.co.uk/cambridgeshire/home>

### **Mobile Library**

Mobile Library routes across the county are changing from Tuesday 3rd May, to include new stops and changes to visiting days and durations.

An additional 18 stops have been added due to public demand. For example, in Trumpington the Mobile library will now be stopping at Trumpington Meadows and Glebe Farm to allow for residents of these housing developments – many of which enjoy hybrid working - to access the Mobile Library.

Our mobile library service is a much-valued service which has been available to all residents across the county for decades. The service now runs three mobile libraries stopping at 388 locations in 98 villages and communities throughout Cambridgeshire.

The routes are reviewed and amended based on demand every three to four years. These new route changes also consider how the service was used during the pandemic and the fact that a more fluid way of working is available to many so a hybrid of working from home and going into the office is now the norm.

Current users have been made aware of route changes and additional new stops coming in via extensive leafleting in villages and when they visit the mobile library. We have also been letting residents know of the forthcoming changes via social Media posts to local groups.

Each stop on the route not only offers a library service but also allows visitors to recycle household batteries, collect free NHS hearing aid batteries, walking stick ferrules and buy stamps.

Using the service is easy. Anyone can join and it is free. Each mobile library vehicle carries up to 3,000 items of stock including fiction, non-fiction, large print, books on CD & cassette, jigsaws and books for children of all ages.

Each mobile library has access to all the books in Cambridgeshire Libraries. You can also request books online to collect from the mobile library on our next visit. You are also able to return mobile library books to any Cambridgeshire library and vice versa.

All vehicles have a lift for wheelchair users or those who find stairs difficult.

For further information on route changes please go to Mobile libraries - Cambridgeshire County Council. [Find a mobile library stop - Cambridgeshire County Council](#)

### No Mow May

Local wildlife will thrive along Cambridgeshire's roads this spring as grass cutting will be paused to support animals and plant life.

Cambridgeshire County Council will stop cutting grass on its road verges during May this year to support local biodiversity, with a particular focus on pollinators such as bees.

'No Mow May' is run by Plantlife – an organisation that promotes the maintenance and growth of wildflowers, plants and fungi. According to Plantlife, more than 700 species of wildflowers grow on road verges in the UK - this is almost 45% of the total wildflower species found across the country. As the council is committed to improving the environment and tackling climate change, it declared both a climate and environment emergency in 2019. It has also set the target for Cambridgeshire to reach net zero emissions by 2045 and an organisational target for the county council to reach net zero by 2030.

Cutting the grass less often will help reduce carbon emissions, as well as providing habitats for pollinators, such as bees, to thrive. The council is also encouraging all local parish councils that cut verges on its behalf to take part in No Mow May.

Road safety is a priority for Cambridgeshire County Council, so in agreement with Plantlife we will still cut grass where leaving it could cause danger such as at junctions or bends.

The county council previously attended a workshop and worked closely with Plantlife to develop its current grass cutting protocol around the highways and verge management policy to support biodiversity. These changes to the way roadside verges are maintained help support wildflowers, bees and plant species to thrive.

It includes protecting wildlife corridors, which are areas of land that connect species with habitats that would otherwise be separated by human activities. For more information on its current verge maintenance policy, which came into place last year, visit the council's website here.

For more information on Plantlife, visit: <https://www.plantlife.org.uk/uk> or <https://www.plantlife.org.uk/uk/discover-wild-plants-nature/no-mow-may>

### LHI Review

The link to the S Cambs schemes is here:

[LHI Panel Scores 22-23.xlsx \(cmis.uk.com\)](#)



A further scheme for 20 mph schemes will come forward at the July Committee. Meanwhile those 20 mph proposals in the LHI programme are likely to be funded separately.

Peter McDonald  
May 3rd 2022