

## MINUTES OF ICKLETON PARISH COUNCIL

Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall on Wednesday 20<sup>th</sup> October 2023 starting at 7.30pm

Present: Cllr Simon Cheney, Cllr Philly Hamilton, Cllr Steven Heaney, Cllr Emily Mallam, Cllr Tim Pavelin, Cllr Terry Sadler, SCDC/CC Cllr Peter McDonald, Barbara Benn (Clerk), and one member of the public.

### Open

- 099/23-24** Open Forum for Public Participation  
Only items on the agenda were discussed

### Formalities

- 100/23-24** **Apologies for absence**  
Received in advance, and accepted for personal reasons, L Davidson
- 101/23-23** **Councillors' Declarations of Interest**  
Cllr Pavelin – 107/23-24 i. Bin emptying  
Cllr Pavelin – 112/23-24 Church Street planning application
- 102/23-24** **To approve the Minutes of the meeting held on 20<sup>th</sup> September 2023**  
It was resolved that the minutes of the meeting held on 20<sup>th</sup> September 2023 were a true record and these were signed by the Chair

### Agenda

- 103/23-24** **Reports from South Cambs District (SCDC Cllrs) and Cambridge County Councillors (CC Cllrs)**  
Please see appendix A  
**Council**
- 104/23-24** **Collaborations and affiliations / correspondence received**  
SCDC are starting to review polling districts and places and have invited parish councils to share their views. Full details can be found on their website at <https://www.scamb.gov.uk/your-council-and-democracy/elections/polling-district-review/>  
The consultation is open until 27 November.  
Noted
- 105/23-24** **Governance and Accountability**
- i. Annual Governance and Accountability Return 2022/23 – External Auditors Report  
Noted
  - ii. Review and adopt ICO model publication scheme for local councils  
Adopted 18<sup>th</sup> October 2023
- 106/23-24** **Members and elections**  
Welcome to new member, Emily Mallam
- 107/23-24** **Financial matters**
- i. To approve payments of October accounts:
    - Red Shoes Accounting Services, payroll, £36.60 (Revised invoice received. Balance owing £21.00)
    - HMRC, Q2 payment September 23, £14.60
    - Clerk's salary, September and October 23 (confidential)
    - C. Frankau, grass cutting, £2474.40
    - Wicksteed, play equipment inspection, £316.80
    - Tim Pavelin (empty bins)
    - Npower, electricity, £64.60
    - DD mandate for ICO £35 per annum
    - DD mandate for Npower, electricity supply, variable
    - It was noted that an invoice, received in September from CAPALC for £490.98, is due for payment by 21<sup>st</sup> October 2023
- All payments and direct debits approved with all in favour. Additional payment to CAPALC proposed by Cllr Sadler and seconded by Cllr Pavelin and agreed with all in favour.

- ii. Bank reconciliation (bank accounts)  
Unity Current Account - £30685.80  
Unity Instant Access Account - £25,679.04  
Total - £56364.84  
It was resolved that the bank reconciliation for September 2023 is approved by the Parish Council.
- iii. Bank reconciliation (Equals cash card account) – £146.37  
It was resolved that the bank reconciliation for September 2023 is approved by the Parish Council.
- iv. SLCC membership proposed for new Clerk £139 – agreed
- v. New Clerk training – Cemetery Management & Compliance (£120), Rialtas new user (£120) and CAPAL New Clerk training (£250) - agreed
- vi. Proposal to purchase a Remembrance Day poppy wreath.  
Agreed. Proposed donation to Salvation Army £50 – proposed by Cllr Hamilton seconded by Cllr Mallam
- vii. Proposal for extraordinary change to the budget for 23-24 concerning the use of funds to purchase additional land  
It was proposed, and agreed, to move this discussion to agenda item 110/23-24

**108/23-24** *Projects and initiatives*

- i. U&C volunteering (Cllr Davidson)  
Proposals for further work to be requested – no update **Action Cllr Davidson**
- ii. Modernisation (Cllr Heaney)  
Proposal for migration of IT services to Microsoft 365 – awaiting costs **Action Cllr Heaney**
- iii. Publication Scheme (Clerk)  
Update on progress with Publication Scheme and FOI.  
Registration complete. Publication scheme adopted. FOI in progress. **Action Clerk**
- iv. Proposal to change venue for Parish Council meetings from Ickleton Village Hall to Ickleton Social Club  
It was agreed not to change venue at present.
- v. Proposal to approach Urban&Civic for a contribution toward the annual cost of printing Icene  
It was agreed to postpone this decision whilst a strategic plan is considered.

**Community**

**109/23-24** *Health and Safety*

- i. Defibrillator check (Cllr Pavelin) – completed by Cllr Pavelin 18<sup>th</sup> October 2023

**110/23-24** *Cemetery*

- i. Cemetery extension progress report (Cllr Cheney)  
Awaiting detailed cost. Visit proposed to a similar site. **Action Cllr Cheney**  
Proposal to proceed with purchase of the meadow site utilising reserves. Estimated cost of purchase £35,000.  
It was agreed to postpone this discussion until after the budget review.  
It was further agreed to look into sources of alternative funding **Action Cllr Cheney**  
Proposal to approach Urban&Civic to support the PC with the planning aspects in respect of the of change of use application which will be required.  
It was agreed to postpone this decision whilst a strategic plan is considered

**111/23-24** *Services and amenities*

- i. Ickleton Lion  
Establishing formal right of way through car park (Cllr Sadler)  
It was decided to contact Cambridge County Council for information. **Action Cllr Sadler**  
Correspondence with Greene King (Cllr Heaney)  
No further updates

**Environment**

**112/23-24** *Planning information from SCDC:*

- i. For consideration  
Reference: 23/03399/FUL

Proposal: Erection of a general purpose agricultural building  
Site address: Land at Duxford Road Ickleton  
Public access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/03399/FUL>  
Extension granted until 19<sup>th</sup> October 2023  
It was decided to object to this application.

**Action Cllr Sadler**

Reference: 23/03432/LBC  
Proposal: Remove and replace render on front upstairs gable.  
Site address: 50 Abbey Street Ickleton Cambridgeshire  
Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/03432/LBC>  
Amendment received - Amended site location plan  
It was decided to continue to support this application

**Action Clerk**

Reference: 23/03691/HFUL  
Proposal: Part single storey part two storey rear extension  
Site address: 17 Grange Road Ickleton Cambridgeshire  
Public Access Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/03691/HFUL>  
It was decided to support this application

**Action Clerk**

Reference: 23/03746/LBC and 23/03745/HFUL Proposal: Single storey rear extension including a flat green roof. Site address: 7 Church Street Ickleton Cambridgeshire  
Public access Link:  
<https://applications.greatercambridgeplanning.org/onlineapplications/PLAN/23/03746/LBC>  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/03745/HFUL>  
It was decided to support this application

**Action Clerk**

ii. Information only applications

Reference: 22/03615/NMA1  
Proposal: Non material amendment on permission 22/03615/REM for minor amendments to the approved scheme including Footway and Cycleway network, Landscape, Infiltration basins and drainage, Signage, CCC housing Estate Road construction specification, Extent of adoption, Street lighting, and Site Clearance drawings.  
Site address: Wellcome Trust Genome Campus Cambridge Road Hinxton  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/03615/NMA1>  
Noted

iii. Planning decisions

Reference: 23/00126/HFUL and 23/00127/LBC  
Proposal: Construction of brick and flint wall and gates to the front boundary.  
Site address: 10 and 12 Frogge Street, Ickleton, Cambridgeshire. CB10 1SH  
Decision: Granted permission  
Noted  
Reference: 23/02976/HFUL  
Proposal: Single storey infill extension, single storey front extension and garage conversion.  
Site Address: 3 Priory close, Ickleton, Cambridgeshire. CB10 1TF  
Decision: Granted permission  
Noted

iv. Planning Appeals

- none

v. Tree Works

Reference: 23/1140/TTCA

Proposal: Mature sycamore tree - Reduce crown by 3 meters

Site address: 10 Brookhampton Street Ickleton Cambridgeshire

<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/1140/TTCA>

No comments

vi. Applications withdrawn

Reference: 23/03108/FUL

Proposal: Demolition of existing bungalow and erection of one and a half storey dwelling on similar footprint (Re-submission of 23/02014/FUL).

Site address: 12 Church Street Ickleton Cambridgeshire

Noted

vii. Updates from SCDC

Prior Approval Refused

23/03132/PRIOR

Description: Change of use of agricultural building to 1 No. dwellinghouse (use class C3) and associated operational development.

Address: Rectory Farm Grange Road Ickleton

Noted

**113/23-14** *Parks and Open Spaces*

i. Maintenance of trees on public land owned by the PC (Clerk)

Report awaited on works required to horse chestnut. A TPO was not granted for the horse chestnut on the village green.

Quotes received for tree surveys. It was decided not to proceed with this at present. The Clerk will contact CAPALC for further advice. **Action Clerk**

ii. Request from the Allotment committee for the PC to take on responsibly for the hedging planted around the allotments including the existing hedge.

Outside the remit of the Parish Council Action

**Action Cllr Heaney**

**114/23-24** *District developments*

i. Wellcome Genome Campus Expansion Update (Cllr Hamilton)

Tree works on A1301 have commenced.

ii. Boro Farm

The applicant has until the end of October to comment. No decision date at present.

Cllr Sadler noted that the Uttlesford District Council (UDC) draft Local Plan is now available on the UDC website.

Cllr Sadler brought to the Councillors attention that there will be a work party at Coploe Hill Pit on Sunday 22<sup>nd</sup> October.

**Leisure and culture**

**115/23-24** *Sports*

i. Cricket club nets funding (Cllr W.Wombwell)

No update

**Policing and public safety**

**116/23-24** *Police*

i. PCSO visibility in Ickleton

Clerk to contact liaison office directly.

**Action Clerk**

**Transport and Streets**

**117/23-24** *Traffic calming*

i. Speedwatch update

Two letters have been issued to repeat offenders. Correspondence in relation to one offence received by Cllr Heaney.

- ii. Urban&Civic Meeting to be held on 25<sup>th</sup> October at 2pm to look at public realm improvements/traffic calming in Ickleton. Walk through village to highlight areas of concern. List of areas for consideration to be discussed prior to meeting.

**118/23-24** *Public transport*

- i. Damage to bus stop on Abbey Street (Cllr Davidson)  
No update

**119/23-23** **Correspondence received**

Extract from **CCC Traffic Management Officer** email:

**October's Highlights**

IWM Duxford Flying Finale – 14<sup>th</sup> October

Muscular Dystrophy UK Town and Gown 10k – 15<sup>th</sup> October

\*Please remember details of all highway events can be found on

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-events/>

**Future key event dates**

Remembrance Events being held around the County on 11<sup>th</sup> & 12<sup>th</sup> November

Noted

**South Cambridgeshire Neighbourhood Policing Team**

**Invitation to online community meeting**

Our next meeting is taking place online on Tuesday 7th November at 7pm and we would love to see you there. You will hear updates from your neighbourhood officers, see the latest crime statistics and find out what the community concerns have been raised.

Noted.

**Action Cllr Mallam**

Road closure - Brookhampton Street and Ickleton Road, between points 20m either side of the railway level crossing. Access will be maintained to properties affected by this order. The alternative route for vehicles is via Ickleton Road, Hinxton - New Road - Cambridge Road - Walden Road, Chesterford - B1383 - Newmarket Road - Ickleton Road - Ickleton Road, Ickleton - Frogge Street - Butchers Hill - Brookhampton Street and vice versa.

Noted.

To be published in Icene, on website and displayed on village board.

**Action Clerk**

**120/23-24** **Action list and Clerk's report**

Close

**121/23-24** **Date and time of next Parish Council meeting: Wednesday 15<sup>th</sup> November 2023 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 10.00pm

Signed:

Date: 15<sup>th</sup> November 2023

## **Report for Parish Councils – October 2023.**

### **South Cambs District Council**

#### **Bin collection changes**

The adjustment to the new bin collection cycle appears to have gone smoothly with the new rounds being completed during the first few weeks even more quickly than anticipated. Some bins may now be collected at a different time of day under the new arrangements, but hopefully the only difference you will notice is reduced disruption at Bank Holidays, with the collection day now only changing at Christmas and Easter.

#### **Carbon Literate certification**

South Cambridgeshire District Council has been accredited as a Carbon Literate Organisation by the national charity, The Carbon Literacy Trust. The District Council has achieved Bronze accreditation as part of its continuing efforts to tackle the climate emergency in South Cambridgeshire. The Council has a target for a 45% reduction in carbon emissions from 2019 to 2025 and a 75% reduction by 2030.

#### **Free electric blanket initiative**

More than 500 residents are being offered a free electric blanket in a scheme to provide further help for people in need as we anticipate another winter of high heating bills. Residents have been selected if they claim Council Tax Support and one of a set of additional allowances. This initiative is targeted at those who experience mobility issues and are experiencing some financial hardship. Residents selected to qualify will be those who are (as of 1 July 2023) claiming Council Tax Support and at least one of the following:

- Attendance Allowance.
- Personal Independence Payment (PIP) mobility element at the enhanced rate.
- Disability Living Allowance (DLA) mobility component at the higher rate.

These people have been selected because they experience mobility issues so are more susceptible to cold weather pressures and are experiencing at least some financial hardships, so are less able to afford their heating bills this winter.

Qualifying residents will receive a letter in the coming weeks from the Council telling them they are eligible and how to claim their free blanket. Only people who receive a letter will be able to claim a free blanket.

Analysis has shown that running an electric blanket costs just 5p per hour, compared to an average central heating cost of £2.03 per hour (Ideal Home, 2023).

Funding for the electric blankets comes from Council reserves at a cost of around £30,000 and was agreed at South Cambridgeshire District Council's Cabinet meeting in March.

#### **Four-day week trial**

We are now half-way through the extended trial of the four-day working week at South Cambs, which began as a 3-month trial in January and was extended for a year in March after the initial trial proved successful. This is a trial of working practice that has demonstrated greater productivity in the private sector, with the aim of bringing similar gains in productivity to South Cambs, to save money for taxpayers and improve services. The main driver for the trial was to allow the Council to compete more successfully with our strong local private sector in the jobs market.

We had previously been over-reliant on expensive short-term agency staff, which were costing the Council £2million a year. The results so far are very positive, with 9 full-time posts now filled that it

had not been possible to fill previously. This has led to direct savings for taxpayers of more than £550,000 annually, and will bring service improvements from the benefits of having fulltime staff.

I have been watching the trial carefully and scrutinising the Council's performance in committee to make that there have been genuine improvements and no adverse effects for residents. So far the results are very promising, but it is important to allow the trial to finish and to assess its results objectively. My focus is on making sure that any new arrangements genuinely offer better value for money for taxpayers. Here is the latest performance report:

<https://scambs.moderngov.co.uk/documents/s132788/Appendix%20A%20-%20Key%20Performance%20Indicator%20Report.pdf>

## **Planning Delegations**

Latest planning delegation meetings:

<https://www.greatercambridgeplanning.org/planning-applications/step-by-step-guide-to-permissions/delegated-planning-decisions/#A2>

## **GCP decision on Sustainable Travel Zone**

At a Greater Cambridge Partnership (GCP) Executive Board meeting on 28 September it was decided not to progress plans for a Sustainable Travel Zone (STZ) in Cambridge, which included the much-discussed congestion charge. Proposals for congestion charging, developed under the previous Conservative administration at the County Council, were included in a GCP public consultation called Making Connections a year ago. In the responses to this consultation it was clear that residents strongly supported much greater availability of bus services across the district, but most of those responding did not support the use of congestion charging to achieve this. There is widespread agreement across local government in the Cambridge area on the need to create a fit-for-purpose public transport network, and to tackle traffic congestion.

## **Cambridgeshire County Council**

A short report this month but hopefully relevant.

### **Streetlighting**

There will be a programme to replace the 47,000 streetlights owned by County with LED's. The programme will cost £13m over 2 years but will save £2.4m per year. The report is here:

[Document.ashx \(cmis.uk.com\)](#)

### **20 mph schemes**

I've already updated on the outcome of the current year programme. Here is a summary of the overall situation:

[Document.ashx \(cmis.uk.com\)](#)

### **Civil Parking Enforcement**

As we move towards implementation the County has published the detailed policy:

[Document.ashx \(cmis.uk.com\)](#)

Requests for enforcement can be made to the councils Parking Control Team by email at:

[parkingcontrol@cambridgeshire.gov.uk](mailto:parkingcontrol@cambridgeshire.gov.uk) or by calling 01223 727915 between 9am and 5pm, Monday to Thursday and Friday 9am to 4.30pm.

Peter McDonald

Oct 2<sup>nd</sup> 2023