

## ICKLETON PARISH COUNCIL

Minutes of the meeting held on Wednesday 18 July 2018 at 19h.30 in the Gordon Woolhouse Meeting Room, Ickleton Village Hall.

**Present:** Sian Wombwell,(Chairman), Lucy Davidson, Owen McGuire, Tim Pavelin, Terry Sadler, Peta Stevens, County Councillor Peter Topping, District Councillor Peter McDonald and David Lilley.

**128/18 Apologies for absence.** Simon Cheney and Michael Robinson.

**129/18 Approval of the 20 June 2018 minutes.** These were approved by all, and signed by the Chairman.

**130/18 Adjournment for questions from members of the public.**

David Lilley raised two items:

- i. The Tin Alley path was partly obstructed by an overhanging tree, This would be investigated. **Action: Clerk**
- ii. The overgrown area near the West Door in the Churchyard. The Clerk would remind the Contractor about this, to see if it could be done in the near future. **Action: Clerk**

### **131/18 Matters Arising:**

094/15 Local Government Transparency Code. This had been addressed, at least in part, by posting 2017-18 financial information on the web. **Action Clerk**

181/15 Uttlesford Draft Local Plan, including proposed North Uttlesford Garden Community. A 7 week consultation period on the Uttlesford Local Plan had commenced on 25 June and would run until 13 August. The StopNUtown Action Group's response had been circulated and the Group would put an item in the next Icene as well as producing leaflets for widespread circulation. The PC agreed to help with this within Ickleton and would put another item in Icene, encouraging residents to engage in the UDC consultation on an individual basis and reminding them of the need to respond at every stage in the process. Cllr McDonald reported on his involvement in the preparation of SCDC's response to Regulation 19. Cabinet was expected to finalise this at its meeting on July 26. He had been informed by SCDC Planning of a meeting, scheduled for 7 August, to which District Councillors would be invited. It was unclear whether this meeting would be open to those Parish Councils representing villages likely to be impacted by these UDC proposals, the effect of which would be compounded by those from Smithson Hill, and the Wellcome Genome Campus if approved by SCDC. **Action: SW, TS, Clerk**

193/15. Smithson Hill AgriTech Park. An appeal was expected in September. The case for this development appeared weaker following the decision by the University of Cambridge to engage in a separate, broadly based East Anglian consortium which included the John Innes Institute and NIAB. **Action: Clerk**

239/15 Wellcome Genome Campus: regular liaison and expansion plans., The Chairman and TS had attended an open consultation session at the Campus in late June. This had been interesting and had provided deeper insight into Wellcome's expansion plans. A significant element was the aspiration to accommodate 70%-80% of Campus staff in the planned rental and purchased accommodation. Cllr McDonald confirmed that it was Wellcome's intent to follow, in principle, the work-based model previously accomplished in earlier settlements such as Rowntree or Bournville. The landscaping plans for the Campus would make use of existing contours and should have little impact on the skyline. Wellcome recognised our ongoing concerns about traffic issues. These would not be resolved by the new proposal for three additional access points off the A1301; this could well exacerbate rat-running through the neighbouring villages as traffic sought alternative routes to reach the A505, thereby avoiding the inevitable delays at the proposed roundabout. It remained our view that only more radical measures, such as rising bollards, or ANPR, would have any effect. We expressed the hope that Wellcome would use its influence to persuade CCHighways to consider more radical measures which, we considered was the only option if a serious effort was to be made to address the already serious traffic problems. Cllr. McDonald also commented on his meeting with senior Wellcome officers and SCDC's Chief Planning officer and the issue on which Wellcome had been asked to provide responses. Although problems remained, he considered that meeting to have been meaningful. It was likely that Wellcome would submit an application in September and it was in our own interests to engage with them as much as possible at this stage. In response to a question about the possible use of the present CCC Highways Depot at Whittlesford for a traffic hub, Cllr. Topping confirmed that the site was still earmarked for housing. Cllr. McDonald had requested that this be considered further, as well as the possibility of purchasing redundant land adjacent to Whittlesford Parkway Station owned by National Rail for this purpose.

37/16 Emergency Plan/ Risk Assessment Review. To be progressed. The Clerk would circulate the present version of the Plan and SC would investigate. **Action: SC, Clerk**

127/16 Conversion of certain street lights to LED. TS reported that this seemed to have gone well, with only one complaint received to date. This had been reported. With regard to the potential additional savings which could be achieved by dimming the lights, it now transpired that only one round of dimming was possible. The level of saving possible was as follows: Dimming down to 60%: 90% saving; to 50%:91.5%, and to 40% :92% .We had been informed by the contractor that if we opted to dim our lights down to 40%, the saving over the present charge of £561 would be £517. As the contractor had also advised that there was little difference in light quality between 60% and 40%, it was agreed to request SCDC to arrange for the Village owned LED lights to be dimmed to 40% from 10pm onwards. **Action: TS,Clerk**

35/16 Proposal for motorway services off Junction 10 of the M11.. It was still likely that a planning application would be submitted.

159/17 Parish Planning Forum held on 12 September. Reply to question raised. Nothing further to report at present. **Action: Cllr.McD**

32/18i Defibrillator training. This would take place in the Village Hall on Saturday 22 September. **Action:LD.**

38/18 General Data Protection Regulations. OM had worked through a number of websites to identify best practice and the measures needed to be compliant with the new legislation. It was clear that a data audit would be necessary and we would need to seek permission from individuals whose data we wished to retain. One major concern was Icene since its publication on the Village website, which was open to the public, presented an opportunity to obtain individual's contact details. This required further consideration. **Action: OM**

51/18 i. Dangerous pothole at the end of Grange Road. The pothole now been fixed although the repairs were not very satisfactory. It was agreed to remove this item from the agenda.. **Action: Clerk**

51/18 ii State of the pedestrian entrance from Back Lane into the Recreation Field. The Clerk would remind our contractor to assess possible measures of repair before autumn.. **Action: Clerk**

73/18 i. Repair/replacement of Village verge posts and 73/18ii Drainage on Church Street. No action had been taken by CCHighways to repair/replace/ reposition the Village verge posts despite an undertaking that this work would be done. There had been no resolution of the Church Street drainage problem,

73/18 iii. Poor state of a house on Brookhampton Street. Despite the agreement at the last meeting to extend the deadline for a response, nothing had been heard from the individual concerned. Residents remained concerned about the danger to pedestrians and motorists as a result of the poor condition of the house, Cllr McDonald agreed to speak to the owner of the property concerned. **Action: Cllr McD**

73/18 iv. Cricket Club. Proposal to lay an Astro turf pitch. It was agreed to hold this item over in the absence on leave of MR. **Action: MR**

89/18 Complaints received about the wooden structure in the garden behind the Ickleton Lion. As agreed at the last meeting, TS had contacted the SCDC Enforcement Officer. He had now visited the Ickleton Lion and informed the landlords that they were required to make a retrospective planning application. Although to date there was nothing on the SCDC Planning website, it appeared that an application was being verified. **Action:Clerk**

112/18. Clerk's resignation on health grounds. Despite an article in last month's Icene, no-one had come forward. The Clerk had spoken to officers at CAPALC, who had agreed to help. The Clerk would forward contact details to the Chairman so that this could be progressed as quickly as possible. **Action:SW,Clerk**

113/18 Vacancies on Parish Council Potential candidates for co-option. Two candidates had expressed an interest in taking up the one remaining vacancy. The Chairman had asked them to prepare a draft statement in support of their applications. One had replied and the Chairman had been advised that the other had been sent. It was agreed to hold a ballot to fill the vacancy at the next meeting when all Councillors would be present. **Action:Clerk**

120/18 Village Design Statement. TS reported that he and SC had attended this event on 26th June. Although interesting, their recommendation was that this initiative was more suited to villages with a high proportion of new build in the pipeline. It was agreed to remove this item from the agenda.

### **132/18 Traffic issues**

Items brought forward by the Traffic Sub-Committee.

1. Local Highways Improvement Scheme 2016-17: (Minute 205/15).

i. Village Speedwatch Team. Over 1,1000 cars had been recorded by the Speedwatch teams as exceeding the

speed limit and had been reported to the Police.

ii. Vehicle-activated speed sign. Cost £4,000. TS had met the Project Engineer to gain assistance, both with initialising the equipment and to establish the camera setting points. These sites had been approved but data capture arrangements were problematic. Further investigation would be needed. **Action:TS**

2. Roundel signs on Brookhampton and Abbey Streets. As there had been no action on the part of CCC Highways, TS would investigate. **Action:TS**

3. Local Highways Improvement Funding 2019/20. The closing date for submissions was 31 July 2018; this left little time to work up a new proposal. Cllr. Topping raised the possibility of a joint bid with Duxford and Hinxton for measures which would provide increased safety for pedestrians and cyclists on back roads as well as general traffic calming. In Cllr. Topping's view, this might be worthwhile since joint bids often received favourable consideration. He pointed out also that the earlier closing date was designed to encourage Parish Councils to submit early aspirations, which could then be worked up in conjunction with Highways Officers, rather than submitting fully worked up proposals. An alternative suggestion from TS was for a further traffic calming project, e.g. a priority narrowing half way down Frogge Street. Councillors were reminded that Parish Councils were normally required to make a minimum contribution of 10%. It was agreed, however, that there was probably insufficient time to get a bid together, even if it could be submitted in draft format.

David Lilley left the meeting.

**133/18 Youth Representation.** None.

**134/18 Reports from District and County Councillors.** Cllr Topping's report is attached as Appendix A and Cllr. McDonald's as Appendix B. In addition to their contributions recorded elsewhere in these Minutes, the following points were raised:

Cllr McDonald : Rural Crime Initiative. SCDC intended to establish a Working Group to investigate growing rural crime in the area. He was pleased to note that RCAP was back in action.

Cllr. Topping i:Resolution of problems reported to CC Highways. It was important that we kept a record of items reported but not activated. TS remarked on the lack of action when blocked gullies were reported via the website.

ii Future of the A505 Cllr. Topping had written to the chief executives of the Combined Authority and the Greater Cambridge Partnership to establish how they were progressing with their forward plans for infrastructure projects which might attract funding for research into how the A505 could be made suitable to cope with present and future traffic volumes.

**135/18 Correspondence received** Nothing to report that was not covered elsewhere on the Agenda.

Callers Topping and McDonald left the meeting

**136/18 Planning information received from SCDC** Declarations of interest to be declared:

**Application received S/2460/18/FL Replace existing windows with slimmer frames, reinstating windows where there are currently shutters, installation of new window to kitchen, new sliding doors to sun lounge, slimming down of chimney breast. 9 Back Lane Ickleton (Mr and Mrs H Jones). **Decision: Object on the same grounds as had been submitted when objecting to an associated application.****

**2 Applications approved**

i. **Permission granted for excavation and installation of biofertiliser lagoon and 2.4m security fence in an agricultural field. Land to the south of Rectory Farmhouse, Rectory Farm, Grange Road. (W Wombwell)**

ii. **S/1703/18/FL and S/1704/18/LB. Conversion of existing carport bay and one garage to a home gym and garden/summer room. 9 Back Lane. (Mr and Mrs H Jones) **Decision:Approve****

**3. Application refused.**

**S/1681/18/FL Two storey side extension with integral garage. Bluebell Cottage, 27 Frogge Street ((Scott Wentzell).**

**3. Discharge of conditions S/2491/18/LB Discharge of Conditions 1 Elevations and scale section drawings of all windows. 2. Details of doors of listed building consent S/0362/18/LB 20 Church Street, Ickleton (Steve Parsons).**

**4 Amendment to Application S/1516/18/FL Rear extension and internal alterations to cottages. Work to include : Closing of 1 front door (existing), addition of 4 porch canopies to front and side; new side entrance, removal of existing pebble dash wall finish and replacement with smooth render, single and 2**

storey rear extensions and associated patio areas, driveway and hard landscaping. Amended plans showing removal of porches and driveway/ highway revisions. 1-3 Ickleton Grange Cottages, Grange Road. (Mr and Mrs P Westerhuis). **Decision: Approve**

**4. Response to Ickleton Parish Council's request that a Planning Application be considered by the District Council. S/1547/18/LB Replacing the existing windows with slimmer frames, reinstating windows where there are currently shutters, installation of new window to kitchen, new sliding doors to sun lounge, slimming down of chimney breast. 9 Back Lane Ickleton (Mr and Mrs H Jones).**

**Decision of the Chair of the Planning Committee and the Head of Development Management: the application should be determined under delegated powers.**

#### **137/18 Reports from Councillors.**

LD had received several comments about overgrown trees surrounding the Recreation Field. TS remarked that it had been the custom to leave remedial action to those concerned.

OM reported that the temporary pub sign was still at the junction of Coploe Road and Abbey Street. The Clerk would arrange for its removal. OM had spoken to a member of the household concerned about a tree on Abbey Street which was completely obscuring a streetlight thereby making it dangerous for pedestrians. He drew attention also to damaged wire netting at the bottom of a gate into the Play Area. The Clerk would arrange for it to be repaired. **Action: OM, Clerk**

TP proposed that, when a new Clerk was appointed, a new laptop should be purchased for use solely for Parish Council use. The present arrangement possibly contravened recent changes to data protection legislation and, in general, it would be a more satisfactory arrangement.

#### **138/18 Finance**

**i. Payments made to:** T Pavelin (Emptying Litter Bins) £80; Clerk's 3 month salary and expenses. £1,149; HMRC (PAYE) £179.65; Sheriff Amenity (Spraying Recreation Field) **£362.40**, Ickleton Village Hall (Room Hire) **£84**, CAPALC (subscription) **£250.12**.

**ii. Money received:** Icene advertising income: **£280.** CAF (donation for Play Area refurbishment) **£.500**. Barclays (Interest on Business Premium Account) **£12.90**. Transfer from Sizzlers: £1,140

**iii. Bank Balances as at 18 July 2018.**

Community Account	<b>£46,218.49</b>
Business Premium Account	<b>£25,886.52</b>

**iv. 2018-19 Budget update.** Information covering the first three months of the 2018-19 financial year had been circulated. There were no questions.

**v. Ickleton Tennis Club donation.** A donation from the now defunct Tennis Club of £328 to the Parish Council had been reported last month. It was agreed unanimously that the Parish Council would donate these funds to the Play Area Refurbishment project.

**139/18 Cemetery/ Chapel – Condition to be kept under Review.**

- Cemetery Chapel: internal plaster repairs. TS had spoken to the preferred contractor who seemed interested in this project. **Action: TS**

#### **140/18 Recreation Field and Recreation Area.**

- 1. Update: play area refurbishment project. LD referred to her e-mail setting out the timetable for installation of two new pieces of equipment in the Play Area. It was noted that, by buying the two pieces at the same time, there would be a saving of £3,483.01 but that this would be offset by not being able to reclaim all the VAT was due to us. The Parish Council would also be required to underwrite the present £8,000 shortfall in funds. Against this background 3 options were discussed. These were:
  - i. to purchase both pieces of equipment now; or
  - ii to purchase only one piece of equipment at this stage, thereby foregoing the contractor's discount; or
  - iii to delay purchase until next year to allow time for more fund raising activities.
- It was agreed after discussion to follow option i. LD would confirm the start date of 8 August. **Action: LD, Clerk**

2. Damaged seat in need of repair The Clerk would remind Charles Frankau that this seat required attention and would ask him to inspect all the others sited around the Field. **Action: Clerk**

**141/18 Churchyard.** See Minute 130/18 ii above.

**142/18 Invitation to a workshop on proposals for a pilot Rural Transport hub in Sawston.** Friday 20 July.

No-one was able to attend.

**143/18 Invitation to apply to boost social connections in Ickleton as a location for a pilot Time Bank** (TS e-mail of 4 July refers). An item would be placed in Icene to see if anyone was interested in becoming the Village co-ordinator. **Action: Clerk**

**144/18 Adjournment for questions from members of the public.** None.

**145/18 Date and time of next meeting: Parish Council Meeting Wednesday 18 July at 19h30.**

The meeting closed at 23h00

**Chairman**

**Date**