

## ICKLETON PARISH COUNCIL

Minutes of the meeting held on Wednesday 18 January 2017 at 19h.30 in the Gordon Woolhouse Meeting Room, Ickleton Village Hall.

**Present:** Terry Sadler (Chairman), Jess Bloomfield, Simon Cheney, Lucy Davidson, Lewis Duke, Tim Pavelin, Michael Robinson, Sian Wombwell, Peta Stevens (Parish Clerk), Cllr. Peter Topping, and David Lilley.

**01/17 Apologies for absence:** Owen McGuire and Cllr Mick Martin.

**02/17 To approve the minutes of the meeting held on 14 December 2016.** The minutes were approved and accordingly signed by the Chairman.

**03/17 Adjournment for questions from the public.** David Lilley: it was now three months since the Saffron Walden-facing bus sign stopped working. The Clerk reported that CCC was sending another electrical engineer. It was agreed that nothing could be done until CCC had reported back. David Lilley also reported molehills in the Churchyard. Simon Cheney would pursue. **Action: SC, Clerk**

**04/17 Matters arising.**

026/12 20mph Speed Limit / HCVs and issues with the local road network.

The Chairman had contacted Cllr. Topping to follow up an earlier suggestion that they should meet a CCC Highways senior officer to find out what improvements to the local road network might be in the offing. Cllr. Topping commented that the A505 was to the forefront of high-level discussions on infrastructure improvements as it was fundamental to further growth in South Cambs. Cllr. Topping suggested a meeting with Bob Menzies. This might provide an opportunity for a strategic discussion, including the possibility of improvements at Junction 9 on the M11. **Action: TS, Cllr Topping**

169/14 Ickleton Information Guide. The Chairman was working on this. **Action: TS**

045/15 Token of appreciation for former Clerk. The plaque had arrived. Simon Cheney would arrange for it to be attached to the bench in the play area. **Action: TS, SC**

086/15 Landscaping project: Boundaries of Howey's Yard. The contractor's repairs to Back Lane had withstood the weather so far although Back Lane overall was now in its normal state for January.

094/15 Local Government Transparency Code. Work was ongoing. **Action: TS, Clerk**

144/15 Resolution of an SCDC Planning decision concerning Permitted Development. In the absence of Cllr. Martin this item was held over to next month. **Action: TS, Cllr. Martin**

181/15 Uttlesford Planning Policy Working Group: Proposed sites for new developments. There was no firm information on the UDC's consideration of possible new settlement sites. However, this week's local paper contained a report that the proposals could be opened up for fresh consultation and this might involve a further delay of up to a year. **Action: TS**

193/15 Bid for an agri-tech hub at Hinxton. SmithsonHill had offered local Parish Councils presentations to provide updates on their plans. The Chairman and other Councillors planned to attend such a meeting at Hinxton the next day (19 January). If the meeting revealed new information that needed to be passed on urgently the Chairman's would make arrangements for a presentation in Ickleton. **Action: TS**

201/15 Project priority list for highways improvements. Nothing to report. **Action: All**

205/15 Local Highway Improvement Scheme 2016-17.

i. Village Speedwatch Team. Although most volunteers had been trained last August, there had been no progress. The Chairman was still waiting to hear from the Police Liaison Officer. **Action: TS**

ii. Vehicle-activated speed sign This was work in progress. Lewis Duke would contact a Councillor in Great Chishill since they had obtained similar equipment. **Action: TS, Lewis D, Clerk**

218/15 Availability of super-fast broadband within the Village. No developments. **Action: TS, Clerk**

239/15 Wellcome Genome Campus (WGC): Expansion Plans. There was no new information. The 2017 programme for Ickleton's regular liaison meetings was awaited. **Action: TS**

269/15 Grass Verges in Abbey Street. Dominic Pallett had yet to repair the verges but the weather was not suitable at present. The Clerk would follow up. **Action: Clerk**

37/16 Emergency Plan/Risk Assessment. This work was ongoing. **Action: Lewis D**

127/16 Conversion of certain street lights to LED. The Chairman had sent a reminder to Paul Quigley (SCDC) who was investigating potential cost savings if we converted our footway lamps to LED. More

information may be available soon following a meeting between SCDC and CCC. **Action: TS**

129/16 State of Village Footpaths. Dominic Pallett had been asked to cut back vegetation, particularly in Tin Alley which was rather overgrown. The Clerk would remind him. **Action: Clerk**

129/16 Parish Notice Board The Acorn Workshop had delivered the 3-door oak cabinet. Charles Frankau had agreed to remove the old noticeboard and install the new one. **Action: CF, Clerk**

149/16 Biofuel heap The heap remained. It was not smelly in the cold weather. There was no evidence of rodent infestation. It was hoped it would be removed soon. **Action: TS, SW**

166/16 Potholes on Brookhampton Street The pot holes along the roadside edge opposite Ickleton Place had reappeared and would again be reported. **Action: Clerk**

175/16 Flood Awareness and Preparedness Questionnaire. Lewis Duke would investigate the next steps with a view to this item being removed from the agenda. **Action: Lewis D**

176/16 Purchase of Telephone Kiosk The Clerk would continue to pursue this. **Action: Clerk**

178/16 Local Highways Improvement Initiative 2017-18 See Minute 04/17 (26/12) above.

190/16(i) Community Highways Volunteering Scheme The Chairman had discussed the scheme with a person interested in doing some voluntary tasks. It had been agreed that the requirements of the County's scheme made it unattractive compared with simply volunteering to take on minor tasks with the Parish Council's support. The Chairman would discuss the scheme, and its limitations, with another person who had expressed an interest. It was noted that the Council's insurance agents may need to be notified if volunteers were to undertake work in the Village on a voluntary basis. **Action: TS, Clerk**

196/16 South Cambridgeshire Community Awards Scheme (closing date 20 January 2017). The Chairman stood down for this item. On a proposal from Tim Pavelin and seconded by Lewis Duke, it was agreed unanimously to nominate the Chairman in the Parish Councillor of the Year category in recognition of his hard work throughout 2016 to introduce a 20mph limit throughout the Village. **Action: Clerk**

197/16 Ickleton Annual Awards Scheme. The Clerk had received one nomination and it was agreed to publicise this again in the February Icene. Councillors were also asked to encourage residents to submit nominations to the Clerk. **Action: All**

217/16 BMX Track Activities on private land. The Chairman had not received a reply to his email to the landowner. However, further to the warning signs put up by the power company, new signs forbidding entry had been placed on the Tin Alley fence. As there was little more that the Parish Council could do, it was agreed to remove this from the agenda. **Action: Clerk**

234/16 Coploe Pit Maintenance Sian Wombwell reported that it was not possible to place sheep in the Pit yet as there was no grazing available. She would liaise with the Wildlife Trust. **Action: SW**

235/16 Proposal for motorway services off Junction 10 of the M11. Lewis Duke declared an interest as tenant. His information was that reports were being compiled and surveys etc. undertaken but there was no indication as to when a planning application would be submitted. There was a short discussion about the implications of this proposed development on the future of flying displays at Duxford Airfield. As the next Neighbourhood Liaison meeting was scheduled for May, it was agreed to seek Cllr. Martin's views on this. It would also be worthwhile revisiting the Planning Inspector's findings on an earlier Esso application relating to the site. **Action: TS**

236/16 Government consultation on the future of the Post Office network. The Chairman had circulated copies of his response to this questionnaire. The Post Office identified the limited outreach services at Duxford and Great Chesterford as branches. In reality these could not be compared to the level of services offered at Sawston and Ickleton.

**05/17 Youth Representation:** None.

**06/17 Reports from District and County Councillors.** No report was received in the absence of Cllr Martin. In addition to items reported elsewhere in these Minutes, Cllr. Topping's commented as follows:

i. Uttlesford Local Plan. Cllr. Topping and senior Planning Officers had met recently with the leader of UDC, certain UDC Councillors and senior officers. The main topic had been UDC's consideration of potential for a large new settlement at Great Chesterford, and SCDC's concerns about the significant impact this would undoubtedly have on the infrastructure in our area. SCDC had made clear to UDC that further modelling was required to assess the potential impact of this proposal.

ii. Addenbrooke's Hospital It was pleasing to note that Addenbrooke's had been removed from special measures. The CCC Health Committee and Addenbrooke's were working to improve co-ordination between health and social services.

iii Gritting Routes These had been restored in full. There was enough grit in store and drivers available to cope with another cold snap.

iv. Bin Routes There will be changes at the end of February. Full publicity will be given in advance.

**07/17 Correspondence received**

Heidi Allen MP	E-mailed Christmas card
SCDC (P Adams)	Agenda for Weekly Bulletin.
SCDC-LDF	Planning Policy Monthly Update January 2017.
SCDC (G Bell)	December parish e-bulletin.
SCDC (K Hawkes)	Parish Patch Meeting; Connecting Communities
SCDC	Cabinet and Parishes Liaison Meeting Notes
CAPALC (T Webb)	Announcement of PFK Littlejohn appointed as external auditor for Cambridgeshire Parish Councils
	DIS Extra 896
	CAPALC Bulletin January 2017
Engagement (NHS)	Various e-newsletters including notice of the merger of the Granta and Barley GP practices from 1 April 2017.
Rural Services Network	Weekly e-mail digests. Rural opportunities bulletin Free seminar - grants and funding. Spotlight on rural health
Rural Vulnerability Service	Rural broadband- January 2017 Rural Transport December 2016 Fuel Poverty December 2016
Network Rail	Notice of closure of Duxford Crossing 29/01/17
S. Fawcett	Proposal for external work at Norman Hall, Church Street.
Cambridge Conservation Volunteers	Thank you note for donation
Public Sector Executive on-line	Various emails.
e-Cops	Daily updates
Police and Crime Commissioner	Newsletter.
Other various e-mails	Circulated to Councillors during the month.
HM Revenue & Customs	Various e-mails.

**08/1708/17 Planning applications received from SCDC:** Declarations of Interest to be declared.

Lewis Duke declared an interest in items i and ii below, left the room before discussion and did not vote.

**i. S/0359/16/FL Variation of condition 2 (Approved Plans) to planning permission S/0359/16/FL Abbey Barns, Duxford Road, Ickleton** (Abbey 2000 Property Management).

**Agreed unanimously to approve this variation of condition.**

**ii. S/3001/16/VC Variation of condition (Approved Plans) of planning permission S/1955/16/FL Abbey Barns, Duxford Road, Ickleton** (Lewis Duke). Revised plans with this application indicated 21 car parking spaces. The original approval had indicated a maximum of 17 permissible. The proposals for additional parking would move part of the western boundary towards Abbey Farmhouse and its adjacent barn, both listed buildings, by a distance of several metres. It was agreed therefore to strongly recommend that the proposals be reviewed by the Listed Building Officer in respect of impact upon the listed buildings and that his or her views be taken into account when this application is considered by the Planning Officer.

**Agreed to object, but not to request referral to SCDC Planning Committee.**

iii. S/3488/16/LB Refurbishment and renovation works Wellington House, 37 Church Street, Ickleton. (Mr and Mrs W. Seymour). Agreed unanimously to support this application.

Notification of a decision from the Planning Inspectorate. APP/W0530/W/16/3153840. The Glebe, Frogge Street, Ickleton. Appeal upheld and planning permission granted for a new detached dwelling.

### 09/17 Reports from Councillors

Lucy Davidson reported on the poor state of the road at the junction of Birds Close and Coploe Road. It was agreed that she would report this on-line together with the collapsed area surrounding the drain in the grass triangle at the junction of Coploe and Grange Roads and Abbey Street. **Action: Lucy D**

Lewis Duke advised that the adult defibrillator (recalled for examination) had now been returned to its cabinet outside the Village Hall. He also commented on an accident the previous week at Great Chesterford railway bridge in which a cyclist had been knocked off her bike: an ambulance had been called. It was noted also that an Ocado delivery van had recently collided with the bridge.

Sian Wombwell commented on the poor response received from PCSOs after her family had called them out to deal with hare coursers. It was agreed this would be taken up at the next Police Liaison Meeting. At a residence outside the village work was being carried out in conjunction with a Klargester installation. No one could recall seeing a planning application, although it was probably the case that replacement of an existing system would not require planning consent.

Simon Cheney advised that following the departure of Chris Collinson, the Ickleton Lion was to be closed from 23 January to 22 February to enable the new landlord and brewery company to undertake a substantive refurbishment programme. This would be publicised in Icene.

### 10/17 Finance

#### i. Payments made to:

Harts (December Icene) **£95.22**; A Pavelin (Litter Bins) **£100**; Ickleton Village Hall (hire of meeting room) **£60**, T Sadler (reimbursement for purchase of plaque) **£38.50**, HMRC (PAYE) **£135.02**, Clerk (3 months pay and expenses) **£642.81**

#### ii. Receipts

Peasgood and Skeates (burial Mrs C Rule) **£73**, Barclays (Interest on Business account) **£3.22**

Icene advertising income: Tickell Arms **£120**

iii. Bank Balances as at 31 December 2016. Community Account **£28,356.16**  
Business Premium Account **£25,856.19**

iv Budget monitoring 2016-17 year to date Documentation covering the financial position for the first nine months of the year had been circulated. No comments were made.

v. Precept recommendation for 2017-18. The Chairman commented on the healthy state of the financial reserves and the Finance Committee's view that, although some substantial expenditure would be incurred before the end of this financial year, the Finance Committee had agreed to recommend that the precept remain at £24,000 for the 2017-18 financial year. Councillors agreed unanimously to accept this recommendation. The Clerk would inform SCDC. **Action: Clerk**

### 230/16 Cemetery/Chapel

i. Chapel repairs. The specialist roofer had inspected the Cemetery Chapel externally and would contact the Clerk to enable an internal inspection. David Lilley had met the contractor and, given the age of the roof, had discussed whether it might be more cost efficient to consider a full re-roofing. This might be discussed once the initial quote was received. **Action: TS, Clerk**

ii. Fallen tree and leaning tree by cemetery wall. The contractor had confirmed that he would undertake the work in the near future. **Action: Clerk**

### 12/17 Recreation Field and Play Area:

i. Update on play area refurbishment project. Lucy Davidson reported on the grant application that had been submitted by 20 December together with as much supporting information as could be assembled within the tight time limit. Lucy had recently been informed that this documentation was not sufficient and it was agreed that she should push back on the conflict of interest request as the requirements were more than covered by the SCDC Code of Conduct form that all Parish Councillors were required to sign. It was agreed that the Clerk would draw up a letter, to be signed on behalf of the Parish Council, setting out the

public access position. On a proposal from the Chairman, and agreed unanimously, the pro forma equal opportunities policy supplied by the Cambridgeshire Community Foundation would be customised and adopted as Parish Council policy (attached as Appendix 1). Similarly, a customised version of the Cambridgeshire and Peterborough Association of Local Councils' policy on safeguarding children and adults would become Parish Council Policy (attached as Appendix 2) **Action: Lucy D, Clerk**

ii. Maintenance of football pitches Weather permitting, Charles Frankau had agreed to roll the pitches during the coming week. **Action: Clerk**

iii. Weeds in bark on playground area. Nothing to report.

iv. Grass cutting quotes The Clerk was asked to obtain of quotes for the forthcoming year,

**13/17 Churchyard.**

i. Tree in poor condition. This was still work outstanding.

**Action: Clerk**

**14/17 Affordable Housing.** This was on hold until Government released further information.

**15/17 SCDC Proposal for a tree safety/health service.** After discussion it was therefore agreed not to express an interest. The Clerk would review the Council's insurance arrangements for trees on our property and accidents relating to them.

**Action: Clerk**

David Lilley left the meeting

**16/17 Nomination for Buckingham Palace Garden Party, 23 May 2017.** It was agreed unanimously to nominate the Chairman to attend this event.

**17/17 CCC Draft Corporate Energy Strategy.** It was agreed not to respond.

**18/17 Defibrillator training.** Lewis Duke undertook to progress this.

**Action: Lewis D**

**19/17 Adjournment for questions from members of the public.** None.

**20/17 Date and time of next meeting Wednesday 15 February 2017 at 7.30pm.**

There being no other business, the meeting closed at 21.45pm.

**Chairman**

**Date**

**ICKLETON PARISH COUNCIL**

**Equal Opportunities Policy**

Ickleton Parish Council opposes discrimination against any Councillor, employee (whether full or part-time, permanent or temporary), any volunteer or user of its services. This covers any one or more of the following grounds:

- gender
- age
- social, ethnic or national origin
- sexual orientation
- colour
- social class
- religion
- political beliefs
- marital or parental status
- disability

Ickleton Parish Council believes that mutual respect for the beliefs and distinctions of service users, staff and volunteers is of the utmost importance, and aims to ensure equal opportunities for any individual or groups participating in any of its activities.

All Councillors, staff, and volunteers, or anyone else engaging with it are made aware of this policy and of the need to adhere to it. Any complaints made in connection with this Policy can be addressed to the Clerk or any Parish Councillor.

If the Parish Council becomes aware of any acts of discrimination whether by Councillors, staff or volunteers it will take positive action both to address this and to prevent any re-occurrence.

Adopted: 18 January 2017 by Minute 12/17

## **Appendix 2**

### **ICKLETON PARISH COUNCIL Child and Adults at Risk Safeguarding Policy**

General principles:

- Anyone under the age of 18 years is considered to be a child
- The Care Act (2014) defines safeguarding as "protecting an adult's right to live in safety, free from abuse and neglect." Adult safeguarding duties apply to an adult who:
  - has needs for care and support (whether or not the local authority is meeting any of those needs) and
  - is experiencing, or at risk of, abuse and neglect and
  - as a result of their care and support needs, is unable to protect themselves from the risk or experience of abuse and neglect.
- The welfare of children and adults at risk is paramount
- All children and adults at risk without exception, have the right to protection from abuse and for their rights, feelings and views to be respected
- Allegations of abuse will be taken seriously and responded to swiftly and appropriately

In line with these principles the Parish Council will aim to:

- Create a healthy and safe environment for all activities, where children and adults at risk feel safe and secure;
- Promote the general welfare, health and full development of children and adults at risk during activities on Council premises;
- Promote and implement appropriate procedures to safeguard the well-being of children and adults at risk and protect them from abuse;
- Respect the rights, wishes and feelings of children and adults at risk and ensure that they are listened to;
- Ensure that any allegations made do not go unchallenged, and that allegations and suspicions are investigated, recorded and acted upon promptly;
- Ensure, to the best of its ability, that Councillors, staff and volunteers are well informed, maintain high standards and observe best practice;
- Ensure that all new Councillors/employees/volunteers who will work with, or come into contact with, children and adults at risk in the course of their work activities are made aware that they may be required, where appropriate, to be subject to checks under the current Data Barring Scheme;

- Ensure that all new Councillors/employees/volunteers where appropriate are provided with training and a signed copy of this policy to confirm that they understand it and will abide by it;
- The Parish Council will ensure that procedures are put in place to enable the aims of the Parish Council to be met and to initiate appropriate action should any allegation of improper conduct be made;
- All hirers using Council facilities that provide activities or services for children and adults at risk other than for private hire for family and friends will be asked to produce a child protection policy or adopt the Parish Council's policy

This policy will be reviewed at intervals or in line with any changes in legislation as advised by the Clerk to the Council.

Adopted: 18 January 2017

Minute 12/07