

ICKLETON PARISH COUNCIL

Minutes of the meeting held on Wednesday 20 March 2013 at 7.30pm in the Meeting Room, Ickleton Village Hall

Present: Terry Sadler (Chairman), Tim Pavelin, Susan Clew, Lewis Duke, Michael Robinson, Kern Roberts, Liz Gibson, Sian Wombwell, Jocelyn Flitton (Parish Clerk), Cllr Mick Martin (District) and David Lilley

046/13 Apologies for absence: Liz Goddard, Cllr Timothy Stone (County)

047/13 To approve the minutes of the meeting held on 20 February 2013: The minutes were approved and signed by the Chairman.

048/13 Adjournment for questions from members of the public: None

049/13 Matters Arising:

028/07 Proposed Tennis Courts – Kern Roberts reported that Ickleton Tennis Club had applied to SCDC Community Chest for a grant. There had been a good response to junior tennis coaching sessions and 12 youngsters had so far applied. The tennis courts in Norman Hall grounds had been offered for use by adults. The Chairman had sent a letter to the owner of the field adjacent to the Recreation Ground asking for an update.

Action: TS/KR

168/11 Queen Elizabeth II Fields – Plaque (2) – The two plaques had still to be put in place. **Action: Clerk**

026/12 Proposed 20mph Speed Limit/ HCV's – The Chairman had forwarded an e-mail from Brian Stinton (CCC) giving the names on the Consultation List who need to be written to. The Chairman had also sent an e-mail to the Chairman of Linton Parish Council asking for a copy of the letter they had written. The Chairman and Kern Roberts met with Shyful Choudhury (CCC) regarding Heavy Commercial Vehicles (HCV). Mr Choudhury had since sent details of vehicle movements through the village from 2000 – 2009. Whilst CCC would happily supply and set up the appropriate equipment to carry out a current count, it was felt that more clarification is needed and to ensure the data will meet our requirements. CCC has agreed to look at signage on A505. CCC's process is very drawn out and appears to steer people away from weight restrictions. CCC had also supplied a draft letter that they send to habitual offenders. The Chairman proposed that we get the count done in the first instance and contact Hexcel to enquire how they direct traffic when leaving their site. **Action:**

TS/KR

CCC Local Highway Improvement Bid – The Chairman will attend the meeting on Monday 25 March 2013 at Whittlesford Depot. **Action: TS**

054/12 Additional litterbins and dog fouling notices inc. no dog sign for Play Area – The Chairman reported that he had delayed ordering the bins as Ron Coulson had reported the poor state of a litter bin in the Recreation Ground. He therefore proposed to include a replacement for this bin in the purchase and installation of bins, which would now total four. The dog bin will also be applied for following no objection from neighbours in Back Lane. All Councillors agreed to this proposal. **Action: TS**

082/12 CCC Definitive Map Modification Order 2011(Footpaths 7,4 and 12) – The Planning Inspectorate - No further information until after the site visit during the week commencing 8 April 2013. **Action: TS**

222/12 HM Revenue & Customs – Real Time Information requirements for PAYE from April 2013 – The Chairman and Clerk had downloaded a programme but date for the new financial year cannot be entered until early April. **Action: Clerk**

250/12 Request for footpath/pavement between Abbey Barns Business Park and Abbey Street – The Chairman had sent a reply to Dr Neil Blair, Vantix Ltd. following his request.

252/12 Memorial to Sheila Birch (Coploe Pit) – The Chairman said progress was being made on the board to be installed outside Coploe Pit. Together with Gerry Birch, they had adapted an article about the pit that had been written by Sheila, this had been sent to the Wildlife Trust who has made further amendments.

Wellcome Trust has recommended a person, who lives in Hinxton, to make and install the board and he has given a quotation of £385 (board) plus £40 (installation) plus VAT. Councillors' felt that the use of aluminium would not be suitable and proposed that hard wood was used. The Councillors gave their qualified approval subject to approval of the text, which would be circulated, and the use of wooden posts. The Chairman will write to thank Wellcome Trust for their offer to contribute to the costs, but it had been agreed that Ickleton Parish Council and the Ickleton Society would share the costs. **Action: TS**

009/13 Potholes – Liz Gibson will again report the holes around Cemetery corner. Sian Wombwell reported that the two deep potholes in Grange Road had been filled. The state of Abbey Street is causing concern. More potholes will be reported to CCC. **Action: Clerk**

The condition of Back Lane was poor and would be put on the Agenda for discussion. **Action: Clerk**
030/13 Dog Fouling – The Clerk had received two calls from residents stating that the dog bins in Mill Lane and one in Recreation Ground were overflowing. These have been reported.

White Lining on roads - The Clerk had e-mailed Mike Cooper (CCC) regarding the poor state of the white lines. It was proposed to e-mail David Lines (CCC) asking if the road between Cemetery Corner and the level crossing could be marked with white lines to show it was a single carriageway. **Action: TS**

038/13 SCDC Local Plan Issues & Options 2 Consultation – The Chairman had sent responses to SCDC and these had been circulated to the Councillors.

050/13 Youth Representation: None

051/13 Reports from District and County Councillors:

Appendix I - County Councillor's Report
 Appendix II - District Councillor's Report

052/13 Correspondence received:

CCC (B Stinton)	-	20mph Speed Limit – Consultation List
CCC (C Howes)	-	Invitation to LHI Panel Meeting
CCC (K Champion)	-	Footpath 3 – Clearance by Probation Team
CCC (Shyful Choudhury)	-	HCV
Vantix Ltd (Dr N Blair)	-	Footpath/Pavement between Abbey Barns/Abbey Street
Uttlesford District Council	-	Statement of Community Involvement – Consultation
IWM	-	Agenda 21 March 2013 + relevant documents
Various e-mails	-	Circulated to Councillors during the month
Clare Driver	-	Village Litter pick
Wellcome Trust	-	Minutes of Liaison Meeting 15 February 2013
Brian Johnston Insurance	-	Advertising their services
CAPALC (T Webb)	-	BBC Documentary Research Request
Online Playgrounds	-	Catalogue
Fields in Trust	-	Have a Field Day information
Clerks & Councils Direct	-	Magazine March 2013
Ickleton Village Hall	-	No increase in rates for hiring hall
Came & Co.	-	Parish Matters magazine
RoSPA	-	Annual Play Area Inspection request
LCR	-	Magazine Spring 2013
Cambridgeshire Acre	-	Service Changes at Cambridgeshire Acre

Correspondence sent:

Vantix Ltd (Dr N Blair)	-	Footpath/Pavement between Abbey Barns/Abbey Street
SCDC (Planning Policy)	-	Local Green Spaces
SCDC	-	Local Plan issues
Various e-mails	-	
Funeral Directors (3)	-	Table of Fees

053/13 Planning application(s) received from SCDC:

Declarations of Interest to be declared.

S/0303/13/FL – New boundary wall, including removal of remaining section of existing wall – Norman Hall, 21 Church Street – Mr Owen. A site meeting was held on Sunday 17 March. Approve but with a strong recommendation that the wall be rebuilt to its original height.

S/0304/13/LB – Proposed new boundary wall, including removal of remaining section of existing wall following collapse of existing boundary wall – Norman Hall, 21 Church Street – Mr Owen. Approve but with a strong recommendation that the wall be rebuilt to its original height. **Action: Clerk**

Planning application(s) refused by SCDC:

S/1664/12/FL - Change of use of annexe to form separate dwelling, modifications to existing access and associated fences, walls, gates, hard standing and bin and bike stores – 66 Abbey Street – Mrs Barbara Cooper

Planning application(s) Decision Notice by SCDC:

S/0214/13/PA – Proposed storage barn – Valance Farm, Elmdon Road – Mr Robert Drage - SCDC has determined that prior approval of the Local Planning Authority is required for the siting, design and external appearance of the development proposed in the application.

Meeting with Head of Planning – Request for meeting with Planning Department. Cllr Martin had forwarded an e-mail from Kate Wood (Team Leader, Development Control (East)), SCDC who would be pleased to have a meeting with some Councillors together with the new Head of Development Control and a member of the Conservation team. The Chairman and Lewis Duke will liaise with Kate Wood to fix a suitable date. Michael Robinson and Sian Wombwell expressed an interest in attending the meeting. Cllr Martin also wished to attend. **Action: TS/LD**

Sian Wombwell had expressed to the Chairman a wish to join the Planning Committee. The Councillors agreed that she could be included in future. **Action: Clerk**

Construction of garage 33 Church Street: Cllr Martin is awaiting a written response.

Action: Cllr Martin

David Lilley and Cllr Mick Martin left the meeting.

054/13 Reports from Councillors:

Michael Robinson showed a draft drawing for a Recreational Ground Machinery Store to replace the concrete garage. This item will be put on next month's Agenda for further discussion before planning permission is sought. **Action: Clerk**

055/13 Finance (Bank Balances) including payments to:

Harts (Icene – Feb) - £74.52

Fields in Trust (Subscription/Membership) - £25.00

CPRE (Subscription/Membership) - £29.00

JEMS (J Sloper) (Rabbit culling) - £72.00

SCDC (Cemetery Rates) - £0.00 (zero)

Money received: HM Revenue & Customs (VAT Refund) - £192.53

D Bennett (Advertising – Icene) - £10.00

Rothwell's Carpet Cleaning (Advertising-Icene) - £60.00

Hinxton Parish Council - Joint Action Group against Hanley Grange (Refund, closure of account) - £250.00

Bank Balances:

Community Account - £1,295.77

Business Base Rate Tracker Account - £41,377.54 (including S106 - £7,357.69)

Risk Assessment – This document had now been updated and would be circulated.

Action: Clerk

Emergency Plan review – This document had had one amendment made and had been sent to SCDC and Uttlesford District Council and all the Councillors. The full revision date is Spring 2014.

Financial year end 31/03/13 – Approval Clerk's 3 month's salary + PAYE paid up to and including 31/03/13. The Parish Council approved the payment to the Clerk. **Action: Clerk**

Parish Clerk's Salary Review: The Parish Clerk left the room. The Chairman informed the Clerk when she returned to the room that her hourly rate had been increased from 1 April 2013 from £10.841 to £11.185. The Councillors also gave her an additional payment of £250 (before tax). **Action: Clerk**

Liz Gibson left the meeting.

056/13 Recreation Field and Play Area:

Assault Course (Scrambling) Net – It is hoped to re-instate the net in the near future. **Action: TP/KR/MR**

Skate Park – This will be repaired once the weather has improved. **Action: Clerk**
Rubber Matting under swings/Broken benches (rear of R Herbert's garden) – These are outstanding with C Frankau. **Action: Clerk**

Wicksteed Annual Safety Inspection – The unaccompanied inspection will take place on 15 April 2013. **Action: Clerk**

057/13 Cemetery - Chapel – Condition to be kept under Review

Repair of Bell Tower on Chapel roof by G A Woodcock - using tiles – This is still outstanding due to the weather and longer daylight required. **Action: Clerk**

Insurance claim with AON – Outstanding until the above work is completed. **Action: Clerk**

Cemetery gates – this work is still outstanding. **Action: SW**

Cemetery Guidelines – Funeral Directors copy - The Chairman reported that James Skeates had recommended that there was a box with topsoil for use on sunken graves. There was a pile of dirt in the corner from graves that had been dug, which was rather unsightly. It was agreed that all Councillors would visit the site and further discussion would take place next month. **Action: ALL**

Cull of Rabbits + Quotation to repair wire fencing - Another cull of rabbits has taken place. The Chairman and Clerk had met with John Sloper to look at the fencing surrounding the cemetery. There were several places where the rabbits had managed to get under the wire and into the cemetery. Mr Sloper had sent a quotation (at their request) to repair the fence at a cost of £280.00. The Councillors agreed to this quotation and the Clerk was asked for some wiring to be put in place at the bottom of the gates to be included in the price. **Action: Clerk**

Cemetery Chapel – The Chairman reported that whilst in the Cemetery, they had walked around the Chapel and noticed frost damage had left some masonry hanging off the building. It was agreed to ask Andy Hoare (who is familiar with lime mortar) to give a quotation. **Action: TS**

Headstone check – Kern Roberts reported that he had yet to do this. **Action: KR**

058/13 Churchyard

Contacting 3 specialists in repairing Flint Walls – The Chairman will discuss this further with the Clerk. **Action: TS/Clerk**

Quotes to cut Yew hedge - The Clerk will obtain quotations to have the Yew hedge cut in June. **Action: Clerk**

Wildlife Garden - The Clerk will liaise with Catherine Cocks and Jenny Duke regarding the maintenance of the garden for the coming year. **Action: Clerk**

059/13 Flooding

Land adj. Stumps Cross - Extension granted until 30 September 2013. Nothing further to report. The Chairman will contact the Environment Agency to see if they are monitoring compliance with planning conditions. **Action: TS**

060/13 SCDC Parish Council Liaison Meeting 7 March 2013: The Chairman gave feedback on the meeting, which he and the Clerk attended along with many other representatives of villages.

061/13 Village Website – Update: Susan Clew reported that Liz Gibson and herself were finding it difficult to find the time to make much progress. She felt more help was needed. The Clerk said she would meet with Susan to see if she was able to help, although like them time was limited. **Action: SC/SGib**

062/13 Installation of posts on the public highway: Susan Clew declared an interest. Susan and Simon Clew had made enquiries with CCC Highways about having wooden posts put in the verge outside their house (53 Abbey Street). Mike Cooper (CCC) had replied that the rules have changed since other posts were installed along Abbey Street 10 years ago. An application now has to be made via and fully supported by the Parish Council and must have a benefit (such as improved road safety) for users of the public highway. Susan Clew showed a photograph taken today where a lorry had driven over the grass verge and caused deep ruts. This will be sent to Mike Cooper although he has said that verge damage alone is not sufficient justification to install posts. It was agreed to ask for more information on the policy change and ask if road safety included footpaths and damage to buildings bordering on the highway. **Action: TS**

063/13 Church Working Party – Saturday 23 March 2013: This takes place tomorrow and as many as are able should come along. **Action: ALL**

064/13 Village Litter Pick – Sunday 24 March 2013: This takes place on Sunday and as many as are able should come along. **Action: ALL**

065/13 Annual Parish Meeting – 22 May 2013: This was a reminder and to consider items to go on the Agenda. A suggestion of Andrew Shepperd to talk about the website was made. **Action: Clerk**

066/13 Correspondence File: Circulation of the File had improved this month.

067/13 Adjournment for questions from members of the public: None

068/13 Date and time of next meeting - 17 April 2013
AGM & Parish Council Meeting 15 May 2013

There being no further business the meeting closed at 10.40pm

Chairman

Date

Appendix I

County Councillor's Report

Streetlights

I have still had no response to how parishes may retain streetlights, which the County's Private Finance Initiative contractor intends to remove. I believe we may be able to get elucidation at a Members' Seminar on Friday. Meanwhile our former street lighting supremo, Chris Sproston, left the county yesterday.

Superfast Broadband

The contract with BT has been signed. As I understand it, BT have gone away to consider its priorities for introduction across Cambridge and Peterborough. Exactly who is in control – Connecting Cambridgeshire or BT – should be explained at the aforementioned Members' Seminar on Friday.

Parish Paths Partnership

The week before last I went to a meeting of parish councils with the County's footpath people in Over. There was nobody there from any of the Duxford Division parishes and frankly they didn't miss much despite very helpful County staff. A couple of snippets:

- Defra have landowner information, which they have passed to the county council. It is available for use by parish councils.
- Parishes can download and use maps from the Ordnance survey website. There are some conditions attached, but they aren't particularly onerous.
- With the Community Infrastructure Levy due to replace a lot of the Section 106 money, an assurance that a minimum of 15% will pass to parishes and no more direct reimbursement to parish council for work they do on footpaths, it might be a good idea to plan ahead how to spend the CIL money and what you need to make your initiatives a success. Of course the money doesn't have to be spent on footpaths. We are to be told more about CIL on Friday – a very busy day for councillor education.

Minor Highway Improvements

In case you have submitted a proposal for this year's round of Minor Highway Improvements, you may have received an invitation to present your proposal and ask questions. The first meeting will take place on Monday 25th between 9 am and 5 pm and a second on Friday 5th April at 11.30am. As far as I am aware nobody has been given a timetable so presumably it's first come first served. Apparently last year some parishes thought they would be called to give a presentation and complained when they weren't. The panel decided without presentations on the projects which were clearly good ones. It then invited only those parishes to present their bids where their proposals were marginal and needed further explanation.

Appendix II

District Councillor's Report

Business Plan

At the February SCDC meeting the council agreed the Business Plan for the next year, this lays down how we will go about our activities and what we are looking to achieve. The document is available on the SCDC website, it is well worth reading because you can hold us to account if we do not follow the published policies.

Budget

At the same meeting the Medium Term Financial Strategy (budget) was agreed. This included agreement on the Council Tax. SCDC agreed NOT to accept the government's request to freeze Council Tax but will increase SCDC element of the tax by £4.60 per annum for a band D property. This is to ensure the maintenance of essential services over the long term because the government grant to offset a freeze in Council Tax is only being given for 1 year. The budget includes a draw down of SCDC reserves from £7.5m to £2.5m over 5 years.

Council Houses

SCDC will be building Council Houses again from April this year.

A14 Improvement.

Are you happy for SCDC to contribute?

The Parish Council were not at all happy that the government was asking local councils to contribute £150M. We would write to Andrew Lansley CBE MP expressing our view and asking for his. Action: TS

£45,000 for Furniture.

This is to replace furniture, which is 27 years old and no longer complies with safety regulations.