

**MINUTES OF THE ICKLEFORD PARISH COUNCIL MEETING  
THURSDAY 2 MARCH 2017, ICKLEFORD VILLAGE HALL AT 7.30PM**

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**Present:** Parish Councillors M Maxwell (Chairman), P Crowe (Vice-Chairman), M Barber, R Blake, D Chapallaz, K Goldie, C Tagg and C Thurstance

**Officer present:** Mrs Danielle Weetman (Parish Clerk)

**Also present for part of the meeting:** Sgt Steve Oliphant and 2 members of the public

**135. Apologies for absence**

135.1 Apologies were received from County Cllr David Barnard, District Cllr Harry Spencer-Smith and PCSO Debbie Parfitt. Apologies for late arrival due to attendance at a North Hertfordshire District Council (NHDC) meeting were received from Sgt Steve Oliphant.

**136. Chairman's Notice**

136.1 Cllr Maxwell read out the notice on openness and transparency and advised that an individual councillor was audio-recording the meeting.

**137. Declaration of Interests**

137.1 No declarations of interest relating to items on the agenda were received.

137.2 No written requests for dispensation for declarable interests relating to items on the agenda were received.

137.3 No requests for dispensation were received.

**138. Minutes of the previous meeting**

138.1 The following amendment to item 128.1 in the draft minutes of the meeting held on 2 February 2017, indicated in bold text, was noted for accuracy:

'Cllr Thurstance reported that half of the planned jet cleaning of the pipes in **Ickleford** has been completed.'

Following a proposal from Cllr Goldie which was seconded by Cllr Blake it was **resolved** that the minutes of the meeting held on 2 February 2017, including the amendment noted above, be approved and the Chairman was authorised to sign them as a true record of the meeting.

As the minutes from the February meeting have been approved, it was noted that any draft minutes or recordings of that meeting should be destroyed in accordance with the Parish Council's Standing Orders.

**139. Public Participation Session**

139.1 There were 2 members of the public present in relation to agenda item 143.1 (The future of the Bowmans site in Ickleford). Agenda item 143.1 was therefore discussed at this point of the meeting with the members of the public for expedience, and the information is included under that heading.

In addition, the members of the public noted that the position of the new Speed Indicator Device, located near to their property on Arlesey Road, had been agreed with Hertfordshire Highways.

The members of the public left the meeting after the discussion on agenda item 130.3 in the public participation session.

**140. Police Report**

140.1 Sgt Oliphant reported that there had been 13 crimes since the last meeting compared with 4 crimes for the same period last year.

The majority of these crimes relate to burglaries and it was noted that a high number of burglaries had taken place in Hertfordshire recently. Some positive leads have been received and these are being followed up. Sgt Oliphant advised that Ickleford had not been targeted specifically as the burglaries have occurred across the county. It was confirmed that dealing with crimes related to burglary was the current priority for local police at the moment.

Councillors discussed this matter with Sgt Oliphant, specifically in relation to the incidents that had taken place in Ickleford. The importance of reporting crimes that have taken place in the village directly to the Police rather than via the Parish Council was noted. In addition, the role of the OWL email in helping local communities was emphasised as this can be used to inform residents as well as request assistance in reporting anything unusual. It was agreed that the Parish Council would use its online presence to support the OWL emails where relevant.

**Action: Clk**

It was further agreed that Sgt Oliphant and PCSO Parfitt receive the notifications about the relevant deadlines for articles to be submitted to the St Katharine's Wheel. As the Wheel is delivered to all properties in Ickleford, this will ensure all residents are kept informed about the work of the Police in our community. **Action: Clk**

As well as looking at ways to increase the circulation of the Village News email, the importance of communicating information with the members of our community that do not have access to the internet was noted. It was agreed that councillors and the Clerk would review how this can be achieved. **Action: All Cllrs/Clk**

#### 141. Reports from County and District Councillors

##### 141.1 Report from County Councillor

None received

##### 141.2 Report from District Councillor

None received

#### 142. On-going Projects

##### 142.1 Purchase of a new printer/scanner for the Parish Council office

The meeting was advised about the requirements for the new office printer/scanner following a review undertaken by Cllr Tagg and the Clerk. Councillors discussed these requirements and it was agreed that a duplex inkjet mono and colour printer that was also able to copy and scan would be appropriate for the Parish Council office.

Following a proposal from Cllr Goldie which was seconded by Cllr Crowe, it was **resolved** to authorise the purchase of a duplex inkjet mono and colour printer that was also able to copy and scan, up to a maximum cost of £150.00 (+VAT). **Action: CTagg/Clk**

##### 142.2 Annual Parish Meeting 2017

Councillors reviewed the updated draft agenda and poster for the forthcoming Annual Parish Meeting and no amendments were noted.

Following a proposal from Cllr Crowe which was seconded by Cllr Goldie, it was **resolved** to approve the agenda and poster for the Annual Parish Meeting as per the draft versions circulated prior to the meeting.

In addition to displaying posters on the usual village noticeboards and in the village shop, it was agreed that posters on the noticeboards at St Katharine's Church, Ickleford School, Ickleford Sports and Recreation Club and the village pubs would also be useful for informing local residents about the meeting. **Action: Clk/MM**

Several village organisations have agreed to have a table top display at the meeting. It was agreed that the Clerk contact these organisations to advise arrangements for the meeting.

##### 142.3 Replacement 'Welcome to Ickleford' sign on Bedford Road

Cllr Barber reported that Hertfordshire Highways would not be able to produce and supply the replacement 'Welcome to Ickleford' sign. The reasons for this were outlined.

Quotes from two suppliers to produce and supply the sign have been obtained for consideration. Galasso Signs quoted £170.00 (+VAT) and asap quoted £200.00 (+VAT).

Following a proposal from Cllr Goldie which was seconded by Cllr Tagg, it was **resolved** to authorise Galasso Signs to produce and supply the sign at a cost of £170.00 (+VAT). A total project cost of up to £180.00 was authorised to enable purchase of suitable fixings to attach the sign to the existing post. **Action MB/Clk**

It was agreed that Cllr Barber install the sign. **Action: MB**

142.4 Installation of a new commemorative bench with plaque about the Hitchin & Bedford railway line on the footpath at Three Arches

Cllr Thurstance advised that the bench and plaque had been delivered, and confirmed that William Crosse would install the bench as previously agreed. It was noted that a delivery charge of £10.00 was added to the online order at checkout. As the bench was being made to order, this additional cost was approved between meetings to ensure the project timing could be maintained.

Following a proposal from Cllr Goldie which was seconded by Cllr Tagg, it was **resolved** to formally approve the additional expenditure of £10.00 for delivery of the bench to maintain the project timing.

142.5 PCSO contract for 2017/18

The Clerk updated on a recent meeting with Sgt Oliphant about the renewal of the PCSO contract for 2017/18.

As agreed at the February meeting, Cllr Maxwell, Cllr Crowe and the Clerk will be meeting with Sgt Oliphant and PCSO Parfitt on 9 March to discuss the priorities for the coming year. Following discussion, the following priorities were agreed:

- A brief summary of the activities PCSO Parfitt has undertaken in the village as part of the monthly report to the Parish Council
- A more visible presence around the village to include patrols on foot and in a marked Police vehicle as well as relevant articles in St Katharine's Wheel and via the Parish Council's online methods of communication

Sgt Steve Oliphant joined the meeting.

Item 140 (Police Report) was therefore discussed at this point and the information is included under that heading.

**143. New Matters**

143.1 The future of the Bowmans site in Ickleford

In the public participation of the meeting, residents in attendance at the meeting raised concerns about how houses on the proposed development of the Bowmans Mill site would be positioned, and also about the impact that residential development of this site would have on the sewerage pipes in Ickleford. Councillors noted these concerns and indicated that information about the position of the houses would form part of any planning application submitted to NHDC.

Councillors discussed the leaflet relating to the drop-in consultation event on 23 March at Ickleford Village Hall about the proposed residential development of the Bowmans Mill site. Whilst the leaflet has been delivered to some roads in the village, it was agreed to circulate this information via our usual methods of online communication to ensure as many residents as possible are made aware of this event. The Clerk will contact the consultancy working on behalf of Bowmans to request an electronic version of the leaflet for inclusion with this information. **Action: Clk**

143.2 Little Park allotments

Councillors discussed the current financial summary showing income from rent agreements and expenditure relating to Little Park for the financial year to date. Cllr Crowe reported that the Parish Council charges the NHDC rates to allotment holders and this rate was increased from £59.00 per year for a 5 pole (125 square metre plot) to £60.00 per year for a 5 pole (125 square metre plot) in April 2016, after our rates for that year were agreed. The cost of this increase per plot at the allotment site was circulated to councillors prior to the meeting for information.

Following a proposal from Cllr Blake which was seconded by Cllr Chapallaz, it was **resolved** to increase the allotment rental rates for 2017/18 to £60.00 per year for a 5 pole (125 square metre plot) in line with the current rates charged by NHDC. The Clerk will send out the rental letters to allotment holders and also check whether they are eligible for a concession.

**Action: Clk**

143.3 Change of date for the May Parish Council meeting due to local council elections

The Parish Council has been advised that the date of the May meeting will need to be changed as local council elections are scheduled to take place at the Village Hall on Thursday 4 May. Alternative dates for the meeting were considered based on the availability of the small hall at the Village Hall.

Following a proposal from Cllr Crowe which was seconded by Cllr Blake, it was **resolved** to hold the May Parish Council meeting on Wednesday 3 May. Action: Clk

It was agreed that the Clerk advise residents about this change of date via the usual methods of communication. **Action: Clk**

143.4 Fly-tipping in the village

Cllr Crowe noted the amount of litter and fly-tipping around the village. It was confirmed that fly-tipping can be reported online via the NHDC website.

Agenda item 143.9 (The Great British Spring Clean (community litter picking)) was discussed under this agenda item given the synergy between these two topics.

Following discussion, councillors agreed a litter picking project would be a useful exercise to undertake in the village. Given that the date of 'The Great British Spring Clean' event is this coming weekend, alternative dates were considered to allow time to publicise the event. Councillors noted that Saturday 17 June might be a suitable date as this is the weekend prior to the Open Village event. It was agreed that the Clerk contact NHDC in the first instance to check whether their litter picking equipment would be available to book for use on this date.

**Action: Clk**

It was also agreed that village organisations could be invited to get involved in this event.

143.5 Collection of fallen leaves in the village by NHDC

Cllr Crowe advised that the fallen leaves had not been collected from the public areas of the village last autumn. Following discussion, it was agreed that Cllr Crowe contact the relevant authority to check whether the leaf collection in Ickleford was still included on the schedule.

**Action: PC**

143.6 Remedial work on the large hedge to the rear of the sports ground

Cllr Crowe reported that remedial work on the large hedge to the rear of the sports field had been carried out between meetings at a cost of £100.00 for health and safety reasons. The hedge was covering one of the floodlights, which is required for evening sports fixtures on the sports field.

Following a proposal from Cllr Goldie which was seconded by Cllr Blake, it was **resolved** to formally approve the remedial work carried out on the hedge to the rear of the sports ground at a cost of £100.00, and for payment to be made between meetings. **Action: Clk**

143.7 Speed Indicator Devices in Ickleford

The meeting was updated about the proposed Speed Indicator Device (SID) on Arlesey Road, in the vicinity of Laurel Way, and concerns raised by residents about its location. Following discussion with Hertfordshire Highways, Ickleford Parish Council and the affected residents, a satisfactory location for the SID has been agreed.

143.8 Hedge at the junction of Turnpike Lane and Bedford Road

Cllr Crowe advised that North Hertfordshire Homes were looking into the safety concerns raised in relation to the height of hedge at the junction of Turnpike Lane and Bedford Road as it is restricting visibility.

143.9 The Great British Spring Clean (community litter picking)

This agenda item was discussed alongside item 143.4 (Fly-tipping in the village) given the links between the two topics. Information for these two items can be found in item 143.4.

143.10 Annual hosting renewal for icklefordpc.com

The Clerk reported that the annual renewal of the icklefordpc.com domain name hosting for email and website is due for payment. The cost of this service is £49.99 (+VAT) as per last year.

Following a proposal from Cllr Thurstance which was seconded by Cllr Tagg, it was **resolved** to approve the payment of £49.99 (+VAT) for the annual renewal of the icklefordpc.com domain name hosting for email and website. **Action: Clk**

143.11 St Katharine's Wheel

St Katharine's Church has requested a contribution from the Parish Council towards the annual printing cost of St Katharine's Wheel. An annual contribution of £375.00 has been made in previous years.

Following a proposal from Cllr Thurstance which was seconded by Cllr Crowe it was **resolved** to contribute £375.00 towards the annual printing cost of St Katharine's Wheel to support this important community publication, and for this cheque to be issued between meetings.

**Action: Clk**

143.12 Repair of bench at Westmill Lane

Cllr Barber noted that the wooden sections of the bench located at the junction of Westmill Lane and Bedford Road are in a poor condition. Colin Wainwright has provided a quote of £50.00 for labour and materials to carry out remedial work to the bench.

Following a proposal from Cllr Goldie which was seconded by Cllr Thurstance, it was **resolved** to authorise Colin Wainwright to carry out the required remedial work to the wooden parts of this bench at a cost of £50.00. **Action: MB**

143.13 Traffic survey equipment in Ickleford

Cllr Barber advised that approximately nine cameras had been installed in various locations around Ickleford, and that strips had been laid across the road in two locations. It appears that these have been installed to survey traffic by an unknown party as both Hertfordshire Highways and Hertfordshire Police have confirmed they did not install the equipment. Following discussion, it was agreed that Cllr Maxwell contact the relevant person at North Hertfordshire District Council to note the Parish Council's objections to the installation of the traffic survey equipment without prior notification. **Action: MM**

**144. Planning Applications**

144.1 17/00267/1HH at 135 Arlesey Road, Ickleford, Hitchin, SG5 3TH

Full permission householder: Single storey rear conservatory following demolition of existing conservatory

Following a proposal from Cllr Goldie which was seconded by Cllr Tagg, it was **resolved** that the Parish Council had no objections to this planning application. **Action: Clk**

144.2 Consultation on the Pirton Neighbourhood Plan

Councillors discussed the proposed Pirton Neighbourhood Plan. It was agreed that the Parish Council has no comments to make about this Plan.

144.3 Housing White Paper

Following discussion, it was agreed that no action was required in response to this consultation.

144.4 Planning applications received between 24 February and 2 March  
None received

**145. Planning Decisions**

145.1 16/02951/1HH at 111 Arlesey Road, Ickleford, Hitchin, SG5 3TH

Full Planning Permission Householder: Extension to vehicular access

**NHDC refused planning permission on 10 February 2017**

145.2 Planning decisions received between 24 February and 2 March  
None received

**146. Finance**

146.1 Notification of receipts since the last meeting and any payments made between meetings

The Clerk noted receipts as detailed in Appendix A which was circulated prior to the meeting.

**146.2 Approve payments for March 2017 and payments made between meetings**

Following a proposal from Cllr Crowe which was seconded by Cllr Thurstance, **approval** was given for the accounts as listed in Appendix A to be paid. **Action: Clk**

**147. Any Other Business**

Cllr Barber advised the meeting about safety concerns around parking in the Village Hall car park before the morning sessions of pre-school as parents of school children are using the car park at the same time as pre-school parents. Councillors noted it would be appropriate to pass on PCSO Parfitt's contact details to the pre-school so they can raise these concerns directly with her. In addition, it was noted that Cllr Maxwell could bring this matter to PCSO Parfitt's attention

Cllr Thurstance noted the lack of cats' eyes and white lines along the edge of the road on Arlesey New Road. The meeting was advised that these items were reported to both Hertfordshire Highways and Central Bedfordshire Council in January. Hertfordshire Highways has listed this as a low priority and Central Bedfordshire Council has closed the fault report.

Cllr Thurstance gave an update about the recent Rand's Educational Trust meeting where grants were awarded to individuals and organisations. The next meeting will take place on 23 May.

Cllr Barber enquired whether additional stewards should be considered for this year's Christmas Tree Lights Switch-On event. It was noted that this could be considered as part of the risk assessment for this event.

The Clerk advised that the events committee of St. Katharine's Church is planning to hold an Open Gardens event in Ickleford on Sunday 25 June. They hope that several gardens will be open to visit. In addition, lunches and teas will be served at various locations.

The padlock on the top gate at the entrance to the recreation ground car park has been removed by an unknown person. The top gate has been secured to the post with temporary fixings and keyholders for this gate have been informed accordingly. Councillors noted it would be appropriate for a new padlock and keys to be purchased for health and safety reasons, then reported at the April meeting for formal approval.

Three fence panels have fallen on to the adjacent footpath at Little Park allotments. Cllr Crowe and the Clerk attended yesterday to assess the remedial work required. Allotment holders have been advised about the fallen fence panels by email and asked to check their allotment plots to make sure they are in order.

A resident of Chambers Lane has enquired whether the bottom gate of the car park will be locked at night going forward and a notice displayed to this effect. Councillors noted it would be appropriate for Cllr Crowe and the Clerk to review this request.

**148. Date for Next Meeting**

148.1 The Annual Parish Meeting will be held on **Thursday 30 March** at 8pm

148.2 The next Parish Council meeting will be held on **Thursday 6 April** at 7.30pm

The meeting closed at 9.28pm

**Signed by Chairman** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print name of Chairman** \_\_\_\_\_