

**MINUTES OF THE ICKLEFORD PARISH COUNCIL MEETING
THURSDAY 7 JUNE 2018, ICKLEFORD VILLAGE HALL AT 7.30PM**

Present: Parish Councillors M Maxwell (Chairman), R Blake (Vice Chairman), M Barber, P Crowe, K Goldie, C Gooden, R Harper and C Thurstance

Officer present: Mrs Danielle Weetman (Parish Clerk)

Also present for part of the meeting: District Cllr Harry Spencer-Smith, County Cllr David Barnard, PCSO Sam Halbert and 5 members of the public

24. Apologies for absence

24.1 Apologies for late arrival were received from District Cllr Harry Spencer-Smith due to delays on public transport.

25. Chairman's Notice

25.1 Cllr Maxwell read out the announcement on openness and transparency.

26. Declaration of Interests

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

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

26.3 No requests for dispensation were received.

27. Minutes of the previous meeting

27.1 Following a proposal from Cllr Goldie which was seconded by Cllr Gooden it was **resolved** that the minutes of the Annual Meeting held on 3 May 2018 be approved and the Chairman was authorised to sign them as a true record of the meeting.

28. Public Participation Session

28.1 District Cllr Harry Spencer-Smith joined the meeting.

There were five members of the public at the meeting.

Two members of the public attended the meeting in relation to item 31.1 (Neighbourhood Planning). This agenda item was therefore discussed at this point of the meeting for expedience. The information relating to item 31.1 can be found under that item.

Three members of the public attended the meeting to discuss their concerns about the new process for collecting the brown garden waste bins with District Cllr Spencer-Smith and the Parish Council. These residents had subscribed to the new scheme, however their bins had not yet been collected despite reporting this matter on a number of occasions. In addition, councillors advised that brown bin collections had been missed on other roads in the village.

District Cllr Spencer-Smith confirmed that he had visited Ickleford during the previous weekend to meet with residents who had reported the lack of brown bin collection to him, and had taken up this matter with North Hertfordshire District Council (NHDC).

Disappointment was noted at the lack of communication from NHDC to keep residents informed about how the problems with the new brown bin collection scheme would be resolved.

County Cllr Barnard and District Cllr Spencer-Smith apologised to the residents at the meeting on behalf of NHDC for the problems experienced with this new scheme. They noted that residents in north Hertfordshire had been let down by the new contractors and outlined some of the issues that had affected the service including route data not being transferred and delays in the delivery of bin collection trucks. NHDC has brought in additional temporary staff to assist with dealing with customer enquiries and collection of bins.

Residents were advised that all brown bins would be collected on the day following this meeting to clear the backlog caused by the introduction of this new scheme. District Cllr Spencer-Smith confirmed that residents could contact him if their bins were not collected as part of this remedial process and he would take up this matter with NHDC. It was agreed that

the Clerk would circulate this information to Ickleford residents via the Village News distribution list and also the Parish Council's Facebook page. **Action: Clk**

County Cllr Barnard and District Cllr Spencer-Smith confirmed that they would contact the NHDC Executive Member for Waste Management, Recycling and Environment, Cllr Michael Weeks, and also the Council's Communications team to request that regular updates be provided to residents to keep them informed about the brown bin collection service.

Cllr Maxwell enquired whether there would be a penalty given to the new contractor for not meeting the terms of their contract with NHDC. County Cllr Barnard noted that a penalty clause was included in this contract and this would be pursued.

Three members of the public left the meeting.

29. Police Report

29.1 PCSO Sam Halbert reported that there had been three crimes in May 2018 compared with four crimes for the same period last year. An overview of these crimes was given along with a summary of the activities undertaken in Ickleford during the last month. The recent meeting with Cllrs Maxwell and Blake, the Clerk, and Sgt Oliphant to outline policing priorities in the village was noted. The dates for the monthly drop-in sessions at St Katharine's Church have also been forwarded to the Parish Council. In addition, police representatives will be attending the forthcoming Summer Fair at Ickleford School.

PCSO Halbert confirmed plans to hold a crime prevention event in Ickleford and will advise the date of this to the Parish Council in due course so it can be publicised to residents.

The importance of reporting crimes directly to the police was reiterated so they can be dealt with in the most appropriate manner.

PCSO Halbert left the meeting.

30. Reports from County and District Councillors

30.1 Report from County Councillor

County Cllr Barnard advised that he had stepped down from his District Council roles as Chairman and member of the Planning Control Committee, and also Chairman of the Southern Rural Committee. He has been appointed NHDC Executive Member for Leisure and Green Issues.

At Hertfordshire County Council, County Cllr Barnard remains a member of the Development Control Committee, and a member of the Environment, Planning, and Transport Cabinet Committee.

Work has started on filling the potholes on roads within the county. Whilst there are insufficient funds and personnel to carry out all of this work, the County Council remains committed to dealing with as many of these as possible.

County Cllr Barnard noted that limited funds were now available via his County Council Locality Budget should the Parish Council wish to apply for any grants.

County Cllr Barnard left the meeting.

30.2 Report from District Councillor

District County Cllr Spencer-Smith confirmed that work was on-going to have the abandoned car removed from Wyatt Close. He has also been advised that the proposed planning application for site IC3 from the NHDC Local Plan is not forthcoming at the moment.

Cllr Thurstance requested an update on the timing of the work being carried out on The Cricketers public house and noted outstanding correspondence due from the NHDC planning officer in relation to this. District Cllr Spencer-Smith confirmed that he would contact the planning officer for this information.

District Cllr Spencer-Smith left the meeting.

31. On-going Projects

31.1 Neighbourhood Planning

Two members of the Neighbourhood Plan Steering Group (NPSG) attended the meeting to update on the Group's work to date (the Neighbourhood Plan may also be referred to as the 'Village Plan'). A flyer to inform and engage residents about the Neighbourhood Plan is currently in progress and the NPSG aims to have a stall at the forthcoming Ickleford School Summer Fair to publicise the Neighbourhood Plan. A website is also being developed. The NPSG are aware of the requirements of the new data protection legislation and will ensure their work complies with this.

Councillors were made aware of the requirement to manage the Group's finances through the Parish Council. Following discussion, it was agreed that the Clerk would meet with representatives of the NPSG to review how this process could be managed. **Action: Cllk**

County Cllr Barnard confirmed that the NPSG could apply for £400.00 from his Locality Budget to provide initial funding to cover the Group's costs given the timescale involved with grant applications to external funding bodies. It was agreed that the Clerk co-ordinate this process with the NPSG. **Action: Cllk**

Two members of the public left the meeting.

31.2 Reform of Data Protection legislation and introduction of the General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into effect in the UK on 25 May 2018. The proposed amendment to exempt all parish, town and community councils and parish meetings and community from the requirement to appoint a Data Protection Officer (DPO) has also been passed so the Parish Council is not legally obliged to have a DPO. However, it is seen as best practise for us to appoint a DPO. The Clerk gave an overview of the training day presented by our DPO (LCPAS) in Henlow in May which was also attended by a number of Clerks from local parish and town councils.

An information audit to identify where we hold hardcopy and electronic personal information, who has access to this data, who uses this data and how the information is protected has been completed and a copy circulated to councillors for reference.

The Parish Council's Privacy Policy was discussed.

Following a proposal from Cllr Blake which was seconded by Cllr Goldie, it was **resolved** to adopt the Privacy Policy. The Clerk will add the Policy to the Parish Council's website.

Action: Cllk

The proposed email disclaimers for councillors and the Clerk to use on correspondence were discussed. It was agreed to add these disclaimers to email correspondence going forward.

Action: All

The Clerk confirmed that Data Protection and Document Retention policies for the Parish Council had been drafted and forwarded to our DPO for review.

Councillors and the Clerk noted the importance of ensuring that personal data relating to individuals is protected whether it is stored electronically or as a hard copy. A number of measures were outlined to ensure that such data is stored appropriately and in accordance with the new data protection legislation. It was agreed that all councillors and the Clerk would take appropriate steps to make sure they complied with these measures. **Action: All**

31.3 Centenary of the First World War armistice

Cllr Maxwell summarised the response from residents and village organisations to date. A core group made up of local residents and representatives from Ickleford School and St Katharine's Church has been established to look into options for marking this occasion. Members of the Parish Council would be welcome to join this group as well.

- 31.4 Meeting with police about priorities for Ickleford
 Cllr Maxwell gave an overview of the meeting held recently with Sgt Oliphant, PCSO Halbert, the Clerk, and Cllrs Maxwell and Blake to discuss the policing priorities for Ickleford. This included specific areas of the village for patrols and the timing of these, as well as attendance on the Village Green at school drop-off and pick-up times. It was agreed that the Parish Council would continue to monitor the work of the PCSO in Ickleford and provide feedback to Sgt Oliphant on this. Additionally, it was agreed that any requests to the police for changes in priorities or areas for attention would be agreed by the Parish Council, and communicated to the police by either the Clerk or Chairman. **Action: All**
- 31.5 Investigation by the Information Commissioner's Office into North Hertfordshire District Council's response to the Freedom of Information request by Ickleford Parish Council about site LS1
 Cllr Maxwell advised that NHDC had replied to the investigation by the Information Commissioner's Office (ICO) into the Council's response to the Freedom of Information (Fol) request by Ickleford Parish Council about site LS1. This correspondence noted that NHDC had reviewed their initial responses to our request and concluded that the number of employees and councillors likely to have had any correspondence with the developers of site LS1 would be more restricted than they had thought. As such, further checks have been made based on this revised criteria and no correspondence has been found.
- Following discussion, it was agreed to accept the response provided by NHDC in relation to the investigation by the ICO and communicate this to both the ICO and NHDC. **Action: MM**
- It was agreed that Cllr Maxwell provide a summary about the outcome of this process to be circulated to residents via the usual methods of online communication. **Action: MM/Clk**
- 31.6 Meeting with Anglian Water about flooding and sewerage issues
 Cllrs Maxwell and Thustance gave a summary of their recent meeting with Anglian Water. A second assessment has been carried out in relation to the residential development at Ickleford Manor which indicates that the sewerage from that site could join the main sewerage network. This is due to a reduction in volume in water from site due to surface water being dealt with via Sustainable Drainage Systems (SuDS). Councillors noted concern at the outcome of this second assessment as sewerage from 19 houses is still a considerable amount to be dealt with via the current system of pipework.
- It was noted that Anglian Water believes that the remedial work carried out on the ditch at Christmas Common earlier this year has assisted in relieving some the pressure on the pipework in the Laurel Way area of the village. Councillors agreed that a longer period without sewerage overflow or flooding in the affected areas of the village would be required to be confident that residents' issues have been resolved.
- It was agreed that Cllr Maxwell write to residents in Laurel Way with whom the Parish Council has had recent correspondence on this issue to update them on this revised information about the pipework. **Action: MM**
- 31.7 Dog fouling in public areas
 Cllr Gooden has been in contact with the co-ordinator of a successful initiative in a Cambridgeshire village which aims to combat dog waste via social media. This project is run by village residents rather than the local council.
- Following discussion, it was agreed that Cllr Blake investigate this matter further from a social media perspective for review at a future meeting. **Action: RB**
- Councillors noted the concerns from residents about the increasing amount of dog fouling on public footpaths in Ickleford. Following discussion, it was agreed that Cllr Goldie create notices to request assistance from dog walkers in disposing of dog waste responsibly; these will be displayed in appropriate locations on public footpaths in the village. **Action: KG**

31.8 Recent communication from Save Our Green Belt about the NHDC Local Plan Examination in Public

Councillors discussed the recent correspondence from Save our Green Belt (SOGB) in relation to the next phase of the NHDC Local Plan Examination in Public (EiP). The Inspector is awaiting final responses to the major modifications requested at the EiP; once these have been received, the Inspector will request final contributions from those that took part in the EiP. The correspondence from SOGB outlined the possibility of mounting a challenge via a Statutory Review if the Inspector does not decide against building in the Green Belt, and the related costs for this process.

It was noted the Parish Council's decision as to whether to support a Statutory Review would depend on NHDC's response to the Inspector's questions. It was agreed to include this matter on the agenda for the July meeting in case further information comes to light to assist in this decision-making process.

32. New Matters

32.1 Annual Report 2017/18

Councillors received a copy of the 2016/17 Annual Report prior to the meeting for reference. Following discussion, it was agreed that a report on the Neighbourhood Plan would be included alongside the usual Parish Council overview, Chairman's Report and Financial Summary. Cllr Blake will co-ordinate this report with the NPSG. **Action: RB/MM/Clk**

Councillors were advised that the cost for printing 20 copies would be £25.00 and for 25 copies, the cost would be £31.00 which is the same as last year. It was noted that the report would be available electronically via the Parish Council's website as well as in paper format.

Following a proposal from Cllr Goldie which was seconded by Cllr Thurstance, it was **resolved** to print 20 copies of the Annual Report at a cost of £25.00 as this meets the Parish Council's requirements. **Action: Clk**

32.2 Repairs to the Parish Council laptops

A Windows 10 update installed on the Parish Council's primary laptop disabled the log-in screen and the data could not be accessed. A log-in error also occurred on the back-up laptop. For business continuity purposes, approval was given for both laptops to be repaired by an IT specialist company between meetings at a cost of £99.00. The Clerk confirmed that the repair work carried out on both laptops had been successful.

Following a proposal from Cllr Goldie which was seconded by Cllr Gooden, it was **resolved** to formally approve the repair work carried out on the Parish Council's laptops for a total cost of £99.00.

33. Planning Applications

To consider the following planning applications, including appropriate requests for infrastructure improvements:

33.1 Planning applications received between 1 June and 7 June 2018

33.1.1 Proposed planning application for site LS1

Councillors noted the request from the developers of this site to discuss the proposed planning application. The Clerk will liaise with the developers to assist in finding a mutually convenient meeting date. **Action: Clk**

34. Planning Decisions

34.1 Planning decisions received between 1 June and 7 June 2018

34.1.1 18/00883/FPH at 2 Riverside Cottages, Arlesey Road, Ickleford, Hitchin, Hertfordshire, SG5 3TZ

Full Permission Householder: Two storey side extension with rear balcony and ancillary works

NHDC granted Conditional Permission on 15 May 2018

35. Finance**35.1 Annual Governance and Accountability Return for the year ended 31 March 2018 – 2017/18 Annual governance statement**

Councillors were provided with the Annual governance statement prior to the meeting. Cllr Maxwell read through the statement.

Following a proposal from Cllr Thurstance which was seconded by Cllr Harper it was **resolved** to approve the 2017/18 Annual governance statement. The Chairman and Clerk were duly authorised to sign the Statement. **Action: MM/Clk**

35.2 Annual Governance and Accountability Return for the year ended 31 March 2018 – 2017/18 Accounting statements

Councillors were provided with the Accounting statements prior to the meeting.

Following a proposal from Cllr Crowe which was seconded by Cllr Gooden it was **resolved** to approve the 2017/18 Accounting statements. The Chairman was duly authorised to sign the statements. **Action: MM**

The Clerk noted that the period for the exercise of public rights would run from Monday 11 June to Friday 20 July. A notice to this effect will be displayed on the Village Green noticeboard and also on the Parish Council website. **Action: Clk**

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

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

35.4 Approve payments for June 2018 and any 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**

36. Any Other Business

Cllr Gooden noted that a resident had raised concerns about ducks being knocked down by cars near to the bridge by Bowman's Mill. The resident enquired whether appropriate signage could be installed here. This will be added as an agenda item for the July meeting.

The following updates were received in relation to the item on the maintenance of Christmas Common and Common Land to the north of Longmeadow Drive from the May meeting:

- Cllr Barber has raised fault logs with Hertfordshire Highways for the clearance of ditch under Arlesey Road by Christmas Common and the vegetation encroaching on the pavement on the Common Land by Longmeadow Drive.
- William Crosse has confirmed that the cost for removing the felled tree branches on Christmas Common after nesting season would be between £250.00-£300.00 (+VAT)
- Cllr Thurstance has the contact details for the contractor that previously carried out clearance work on the ditch parallel to FP10.

Cllr Barber confirmed that the fence by Cadwell Bridge has been repaired.

Cllr Harper volunteered to co-ordinate this year's Christmas Tree project.

Cllr Maxwell noted thanks to Cllrs Barber, Goldie and Thurstance for their assistance in ensuring the repairs were carried out on the Cadwell River Footbridge promptly.

Cllrs Barber, Crowe, Gooden and Maxwell will be attending the 'Villages Meeting' in Lilley on Friday 8 June. The meeting will be hosted by Bim Afolami MP and Cllr David Williams, Leader of Hertfordshire County Council.

Cllr Maxwell noted visibility concerns in relation to the length of the double yellow lines on Witter Avenue near to its junction with Arlesey Road, particularly when large vehicles park on edge of valid parking area. Cllr Barber advised that a number of requests have

been submitted to Hertfordshire Highways with regard to installing or increasing the length of double yellow lines near road junctions in Ickleford.

The Clerk confirmed receipt of a £1,000 grant from Groundwork following our application to the 2018 Parish Paths Partnership (P3) scheme.

The meeting closed at 10.10pm

37. Date for Next Meeting

37.1 The next Parish Council meeting will be held on **Thursday 5 July 2018** at 7.30pm

Signed by Chairman _____ **Date** _____

Print name of Chairman _____