

**MINUTES OF THE ICKLEFORD PARISH COUNCIL MEETING
THURSDAY 5 JULY 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: PCSO Sam Halbert, District Cllr Harry Spencer-Smith and 7 members of the public.

38. Apologies for absence

38.1 No apologies were received.

39. Chairman's Notice

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

40. Declaration of Interests

40.1 Declarations of interest relating to item 46.6 (Ickleford Sports and Recreation Club) and item 47.2 (Meeting about the proposed planning application for site LS1) were received from Cllr Harper.

40.2 Written requests for dispensation for declarable interests were received from Cllr Harper as follows:

- Parish Council representative for Ickleford Sports and Recreation Club

Cllr Harper requested the ability to speak and vote on this specified declarable interest until the next election to ensure that the Parish Council meeting was quorate.

- Joint ownership of a property close to the proposed residential development site known as 'LS1' or 'Land east of Bedford Road and west of Old Ramerick Manor, Bedford Road, Ickleford'

In the interests of the inhabitants in the Council's area due to the scale of the proposed development and the impact it would have on Ickleford parish, Cllr Harper requested the ability to speak and vote on matters relating to this site until the next election.

40.3 As per item 13e of Ickleford Parish Council's Standing Orders, the Proper Officer (Parish Clerk) **approved** the two requests for dispensation for declarable interests as detailed in item 40.2 for the reasons stated.

41. Minutes of the previous meeting

41.1 Following a proposal from Cllr Blake which was seconded by Cllr Gooden it was **resolved** that the minutes of the monthly meeting held on 7 June 2018 be approved and the Chairman was authorised to sign them as a true record of the meeting.

42. Public Participation Session

42.1 There were seven members of the public in attendance at the meeting in relation to agenda item 47.3 (Proposed planning application for land adjacent to Lodge Court, Turnpike Lane). This agenda item was therefore discussed at this point of the meeting for expedience. The information relating to item 47.3 can be found under that item.

43. Police Report

43.1 PCSO Sam Halbert reported that there had been nine crimes in June 2018 compared with six 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. Several roads were visited in relation to the Safer Streets campaign and the usual monthly drop-in session was held at St Katharine's Church.

As some items of sentimental value have been removed from a grave at Ickleford Burial Ground recently, the Burial Ground trustees have requested additional patrols by the police in this area. PCSO Halbert noted that he would contact the Clerk to Ickleford Burial Ground in this regard.

PCSO Halbert left the meeting.

44. Reports from County and District Councillors

44.1 Report from County Councillor

No report received.

44.2 Report from District Councillor

District Cllr Harry Spencer-Smith advised that recent improvements had been noted in the bin collection service and updated on ongoing enquiries from residents. Further to discussion at the June meeting, District Cllr Spencer Smith has been in contact with the North Hertfordshire District Council (NHDC) planning officer for The Cricketers public house about the timing of the building work and outstanding correspondence due in relation to this. There is no further information at the current time about the report from the Examiner for the NHDC Local Plan Examination in Public or the proposed planning application for site LS1.

District Cllr Spencer-Smith left the meeting.

45. On-going Projects

45.1 Neighbourhood Planning

The Clerk noted that the Neighbourhood Plan Steering Group (NPSG) would be an advisory committee to the Parish Council. As such, Terms of Reference and a Code of Conduct for the NPSG will be prepared for review and approval at the September meeting. The NPSG will then be covered under the terms of the Parish Council's insurance policy; this includes the management of NPSG finances through the Parish Council. Councillors were advised that these requirements have been conveyed to representatives of the NPSG.

It was agreed that the Clerk prepare appropriate Terms of Reference and a Code of Conduct for the September meeting to include relevant information from the Parish Council's current policies. **Action: Clk**

Councillors agreed that it would be useful for the Clerk to keep an on-going record of her hours worked on the Neighbourhood Plan project. **Action: Clk**

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

Councillors discussed the proposed policies, guidelines, consent forms and privacy policies relating to GDPR and the Data Protection Act 2018 which had been circulated prior to the meeting.

Following a proposal from Cllr Goldie which was seconded by Cllr Gooden, it was **resolved** to adopt the following documents:

- Data Protection Policy, Document Retention Policy, updated Standing Orders
- Internal guidelines for dealing with data breaches and subject access requests
- General Consent Form
- Privacy Policy and Consent Form for Job Applicants
- Privacy Policy and Consent Form for Employees
- Privacy Policy for Councillors
- Privacy Policy for Allotment Tenants

The Clerk will circulate these to relevant parties and update as appropriate on the Parish Council's website. **Action: Clk**

Cllr Maxwell noted thanks to the Clerk for preparing these documents.

The Clerk confirmed that information about the Parish Council's Data Protection Officer (DPO) had been forwarded to the Information Commissioner's Office (ICO) for their records. The Clerk will continue to review the Parish Council's responsibilities in relation to GDPR and the new Data Protection legislation and advise about any further action required to comply with this. **Action: Clk**

45.3 Centenary of the First World War armistice

Cllr Maxwell circulated the proposed timetable and action plan for the Ickleford armistice commemorations. It was noted that possible sources of external grant funding are currently being investigated. Councillors discussed these proposals and the possibility of a financial contribution from the Parish Council towards the cost of this event.

It was agreed that the Parish Council supported the outline proposal presented at this meeting and would make a financial contribution towards this event; the level of funding will be agreed at a future meeting once the costs are known.

45.4 Maintenance of Christmas Common and Common Land to the north of Longmeadow Drive

Cllr Thurstance contacted the Bedfordshire and River Ivel Internal Drainage Board as they previously carried out remedial work on the ditch by FP10. The Drainage Board noted that they would not be responsible for any further work on this ditch, however they may be able to assist the Parish Council as part of the ditch borders Common Land. The Parish Council would need to submit a request to this effect. It was agreed that Cllr Maxwell write to the Internal Drainage Board about this matter. **Action: MM/CT**

Cllr Barber confirmed that a fault log has been raised with Hertfordshire Highways for the clearance of ditch under Arlesey Road by Christmas Common.

Phil Kirk has quoted a cost of approximately £600.00 for the remedial work on the Common Land by Longmeadow Drive. It was agreed that a formal quote would be requested for discussion at a future meeting. **Action: CT**

45.5 Dog fouling in public areas

Cllr Blake noted a reduction in the number of comments on social media sites about dog fouling on public footpaths. It appears that there is improved compliance in ensuring correct disposal of dog waste. Following discussion, it was agreed that information about the social media project discussed at June's meeting could be passed onto interested residents to pursue should the issues about dog fouling on public footpaths reoccur.

45.6 Communication from Save Our Green Belt about the NHDC Local Plan Examination in Public

Councillors noted that no further information has been published about the outcome of the Examination in Public (EiP), however they were mindful that this may be communicated prior to the next Parish Council meeting in September. Accordingly, councillors discussed in detail the proposal raised by Save Our Green Belt (SOGB) about whether to support a Statutory Review if the Inspector does not decide against building in the Green Belt, and the related costs for this process.

It was agreed that Ickleford Parish Council and Save Our Green Belt have done the best possible job in challenging key aspects of the Local Plan during the EiP. If the Inspector does not find in our favour on those points, councillors expressed concern that a Statutory Review would take a different perspective. Cllr Maxwell will communicate this to SOGB. **Action: MM**

46. **New Matters**

46.1 'Villages Meeting' on Friday 8 June

Several councillors attended this meeting and gave an overview of the items discussed. This included education, the expansion of Luton Airport, the NHDC Local Plan and matters relating to Hertfordshire Highways such as potholes.

Ickleford parish councillors spoke with our MP, Bim Afolami, about concerns relating to the allocation of S106 funds towards Central Bedfordshire Council in the planning application for site LS1. Mr Afolami has agreed to investigate this further.

46.2 Road traffic sign for ducks

Cllr Gooden discussed this request with the Assistant Highways Manager and he has reviewed possible locations for these signs in Ickleford. It was noted that Hertfordshire Highways would be responsible for installing these signs, however they have limited funding available to support such a project in the current year.

It was agreed that Cllr Gooden investigate this matter further. **Action: CG**

- 46.3 'Hertfordshire Forward' Conference on 19 September
Information about the conference was distributed prior to the meeting.
Following discussion, it was agreed that the Parish Council would not send a representative to this conference.
- 46.4 S106 funds
NHDC has provided the Parish Council with a report detailing the funds currently available via S106 contributions to support projects in Ickleford under specific budget headings. It was agreed that Cllr Crowe contact NHDC for clarification about what these funds could be used for. **Action: PC**
- 46.5 Yellow lines on Witter Avenue by the junction with Arlesey Road
The police's Traffic Management Officer has advised that waiting restrictions (yellow lines) may be of any length and it is the responsibility of highways authorities to determine the appropriate length of yellow lines at each location. Furthermore, they noted that it is an offence to park within 10 metres of a junction during the hours of darkness, unless side lights are displayed.
It was agreed that this information be forwarded to PCSO Halbert. **Action: MB/MM**
- 46.6 Ickleford Sports and Recreation Club
Cllr Crowe updated the Parish Council on matters relating to Ickleford Sports and Recreation Club (ISRC).
A local Roller Hockey club has approached ISRC about the possibility of extending the current facilities to accommodate a Roller Hockey pitch. Following on from a recent medical incident at the sports field, ISRC looked into the possibility of installing a defibrillator at the Club's premises. Cllr Crowe has advised about the new defibrillator at the Village Hall and a notice will be displayed at the Club to inform all users of the facility about this.
Cllr Crowe confirmed that information relating to the cost of purchasing and installing additional litter bins at the sports field had been forwarded to ISRC.
- 46.7 Petrol for lawnmowers
Following a proposal from Cllr Crowe which was seconded by Cllr Blake, it was **resolved** to authorise the payment of £25.07 to Alex Goldie between meetings for the purchase of petrol for the lawnmowers. **Action: Cllk**
- 46.8 Remedial work at children's play area
The Clerk advised the meeting that additional remedial work had been carried out between meetings on two items of equipment at the children's play area for Health and Safety reasons on the advice of our usual contractor. Authorisation was given between meetings for this work to be carried out at a cost of £40.00 (+VAT)
Following a proposal from Cllr Crowe which was seconded by Cllr Blake, it was **resolved** to formally approve this remedial work on two items of equipment at the children's play area at a cost of £40.00 (+VAT).
- 46.9 Consultation on the long-term development of Luton Airport
Councillors discussed the information on this consultation which was circulated prior to the meeting. It was agreed that the Parish Council would not submit a response.
- 46.10 Grass cutting on Christmas Common:
46.10.1 Interim cut undertaken for health and safety reasons
An additional grass cut on Christmas Common was carried out between meetings further to concerns raised by residents relating to poor visibility when exiting by car onto Arlesey Road from Snailswell Lane and Longmeadow Drive. The cost of this work was £60.00 (+VAT) and it was authorised between meetings for Health and Safety reasons.
Following a proposal from Cllr Gooden which was seconded by Cllr Harper, it was **resolved** to formally approve this additional grass cut at a cost of £60.00 (+VAT).

46.10.2 Future grass cutting contracts for Christmas Common

Following discussion, it was agreed that an additional grass cut on Christmas Common be added into the gardening contract when it is due for renewal in 2019.

47. **Planning Applications**

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

47.1 CB/18/01615/OUT at Land adjacent to Wilbury Hills Cemetery, Stotfold Road, Letchworth

Outline: Erection of crematorium, including vehicular access to Arlesey New Road, internal access roads, car parking and service areas, alterations to levels, landscaping and memorial gardens and related works.

As the response deadline for this planning application was between meetings, the Clerk in conjunction with the planning advisors submitted the following **objection** to Central Bedfordshire Council:

- The proposed entrance to the site is situated on a very dangerous part of Arlesey New Road. It will be located at the top of an incline, just as the road levels out before reaching a junction which, at 'peak times', is excessively busy and dangerous, as it consists of numerous mini roundabouts.
- The Parish Council believes that the current entrance on Stotfold Road, is more than adequate to include traffic for the proposed crematorium, as well as the Chapel of Rest and Cemetery it already serves, as the road at this point is level and unobscured by foliage. If necessary, this entrance has the advantage of being widened to accommodate larger vehicles.

Following a proposal from Cllr Harper that was seconded by Cllr Goldie, it was **resolved** to formally approve the Parish Council's response which **objected** to this planning application for the reasons noted above.

47.2 Meeting about the proposed planning application for site LS1

An update on the recent meeting with the developers was given.

The new proposal includes a small reduction in the number of dwellings and slight improvements in the site layout and height of dwellings compared with the previous application. Councillors noted concern that these amendments did not go far enough to address the planning issues noted when the previous application was refused by the NHDC Planning Control Committee earlier this year, including the impact on the setting of the heritage asset.

47.3 Proposed planning application for land adjacent to Lodge Court, Turnpike Lane

In the public participation session of the meeting, the proposed planning application for eight dwellings on this site was outlined on behalf of the landowner. Pre-application advice had been given by NHDC.

Councillors and residents highlighted their concerns about this site, including the impact that residential development would have on the current foul water system and existing dwellings, and how access to the site would be provided. It was noted that the Parish Council would await the NHDC consultation process to submit a formal response to this proposed planning application.

Seven members of the public left the meeting.

47.4 Planning applications received between 29 June and 5 July 2018

None received.

48. **Planning Decisions**

48.1 Planning decisions received between 29 June and 5 July 2018

None received

49. Finance**49.1 Quarter 1 financial summary and bank reconciliations**

A summary showing payments and receipts for the first quarter was circulated prior to the meeting with an overview of the main areas of expenditure for the financial year to date.

Cllr Crowe has reviewed the bank reconciliations for this quarter and confirmed they were all satisfactory.

49.2 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.

49.3 Approve payments for July 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**

50. Any Other Business

Cllr Barber advised that the recently installed HGV sign near to the junction of Arlesey Road and Arlesey New Road has been knocked down; this has been reported to Central Bedfordshire Council. The new Assistant Highways Manager has visited Ickleford to review outstanding projects. Hertfordshire Highways is aware that the white lines on speed humps in Ickleford still need to be repainted following on from the recent surfacing work carried out on Arlesey Road.

Cllr Barber confirmed that the new defibrillator at the Village Hall would be publicised via the Village News email and a notice at St Katharine's Church to inform residents that it is available for public use.

Councillors noted thanks to residents for reporting breaches of the Ickleford lorry ban. In order to effectively enforce the lorry ban, a request was made for this information to be forwarded to the Clerk via email to mail@icklefordpc.com. The Clerk will advise PCSO Halbert accordingly for appropriate action to be taken with the firm involved.

Cllr Goldie confirmed that she continued to monitor the access route across Common Land on Arlesey Road to the residential development site to ensure it adheres to the terms agreed with the Parish Council.

Cllr Goldie requested an agenda item about grass strimming on Lower Green at the September meeting to enable discussion about current and future requirements.

The Clerk advised that a report about illegal camping in Ickleford had been passed onto NHDC for investigation. Councillors requested the assistance of residents in reporting any further incidents directly to NHDC, copying the Parish Council for information.

The meeting closed at 10.20pm

51. Date for Next Meeting

51.1 The next Parish Council meeting will be held on **Thursday 6 September 2018** at 7.30pm

Signed by Chairman _____ **Date** _____

Print name of Chairman _____