

**MINUTES OF THE ICKLEFORD PARISH COUNCIL MEETING
THURSDAY 6 DECEMBER 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: Sgt G Westwood and four members of the public.

92. Apologies for absence

92.1 Apologies were received from County Cllr D Barnard, District Cllr H Spencer-Smith and PCSO S Halbert.

93. Chairman's Notice

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

94. Declaration of Interests

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

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

94.3 No requests for dispensation were received.

95. Minutes of the previous meeting

95.1 Following a proposal from Cllr Crowe which was seconded by Cllr Goldie it was **resolved** that the minutes of the meeting held on 1 November 2018 be approved and the Chairman of this meeting was authorised to sign them as a true record of the meeting.

96. Public Participation Session

96.1 There were four members of the public in attendance at the meeting in relation to agenda items: 99.1 (The NHDC Local Plan); 99.2 (Neighbourhood Planning); 101.1 (18/01622/FP at Land to the east of Bedford Road and west of Old Ramerick Manor, Bedford Road, Ickleford, Hertfordshire), and 101.4 (18/03080/FP at Ickleford Bury, Old Hale Way, Hitchin, Hertfordshire, SG5 3UW). These agenda items were therefore discussed at this point of the meeting for expedience and the information has been noted under the relevant headings in these minutes.

Four members of the public left the meeting after agenda item 101.4 (18/03080/FP at Ickleford Bury, Old Hale Way, Hitchin, Hertfordshire, SG5 3UW).

97. Police Report

97.1 Sgt Westwood advised that no crimes had been reported since the last meeting compared with 10 crimes during the same period last year. PCSO Halbert has carried out the usual patrols in Ickleford during the last month. In addition, a crime prevention event took place at Ickleford Village Hall on 18 November; residents that attended were given advice regarding any queries they had, and crime prevention equipment such as timer switches, personal attack alarms and purse bells was also distributed to attendees.

Councillors discussed the policing priorities for Ickleford with Sgt Westwood. These included police attendance at school pick-up time in the afternoon to continue to monitor parking issues, and regular patrols in the parish including areas such as Ickleford Burial Ground, the recreation ground, sports club and Little Park allotments.

Sgt Westwood left the meeting.

98. Reports from County and District Councillors

98.1 Report from County Councillor
None received.

98.2 Report from District Councillor

District Cllr Spencer-Smith sent a report noting that the main priority this month had been reviewing the Inspector's Main Modifications to the North Hertfordshire District Council (NHDC) Local Plan with parish council colleagues. In addition, it was noted that the planning application for site LS1 ((18/01622/FP at Land to the east of Bedford Road and west of Old Ramerick Manor, Bedford Road, Ickleford, Hertfordshire) had been withdrawn from review at the NHDC Planning Control Committee on 15 November due to an ongoing discussion with the developer about the level of funding for education requested by Hertfordshire County Council.

District Cllr Spencer-Smith provided an update on other planning matters, including the process for non-material amendments once a planning application has been approved by NHDC.

99. On-going Projects

99.1 The NHDC Draft Local Plan

During the public participation session, councillors advised residents of their disappointment that the Inspector's Main Modifications for the NHDC Local Plan did not address the majority of the Parish Council's concerns about the sites proposed for Ickleford parish. It was noted, however, that the Inspector had recognised the importance of the primary school remaining in its current location for heritage and functional reasons. The public consultation, which is expected to start in January, will be only on the changes; respondents may not challenge matters which have not been proposed for modification. Responses submitted during the public consultation will then be reviewed by the Inspector. Councillors discussed possible items for inclusion in the Parish Council's response to the Main Modifications including the re-classification of Ickleford as a 'growth village'.

It was agreed that Cllr Maxwell draft the Parish Council's response to the Main Modifications for consideration at a future meeting. **Action: MM**

The Parish Council pledged to continue to ensure that clear planning reasons would be used when responding to planning applications submitted for sites within Ickleford parish.

99.2 Neighbourhood Planning

Councillors noted receipt of the report from the Neighbourhood Plan Steering Group (NPSG) about the Group's activity since the November Parish Council meeting. Ruth Bryer, Co-Chair of the NPSG, gave an overview of this report, including: a summary of local events attended by the NPSG to engage with residents; feedback on response forms received to date from residents, and information about the Group's aim to engage directly with key stakeholders, including local groups and businesses.

99.3 Centenary of the First World War armistice

Councillors noted the large number of residents that attended the events on 11 November and the feedback that these events were a fitting tribute to those whom we were honouring.

Cllr Maxwell circulated a report prior to the meeting which included the current accounts for this project. Approval had been given between meetings for the commemorative oak tree and events poppies to be purchased from the financial donations received to date to ensure they were in place for 11 November; these funds were held in the Parish Council's bank account to support the events in Ickleford to mark the centenary of the First World War armistice.

A plaque for the commemorative tree at Ickleford Burial Ground has been proposed and this matter will be discussed with the Burial Ground Trustees. Quotes for the proposed plaque have been requested for consideration.

Positive feedback has been received for the Roll of Honour, and a suggestion put forward for a book to be created from this. Agreement for this book to be located at St Katharine's Church has been received. A number of options for printing and binding, along with the associated costs, were considered at this meeting.

Following a proposal from Cllr Crowe which was seconded by Cllr Gooden, it was **resolved** to approve expenditure up to a maximum of £100.00 for a leather-bound book of the Roll of Honour to be produced. Approval was given for this payment to be made between meetings to ensure the book could be produced in a timely manner. **Action: MM**

Councillors noted it would be appropriate to consider how to mark Remembrance Day in Ickleford going forward.

Following discussion, it was agreed that Cllr Maxwell contact the company that supplied and planted the commemorative oak tree for their recommendation about how to care for the tree. **Action: MM**

On behalf of the Parish Council, Cllr Thurstance thanked Cllr Maxwell for co-ordinating the Armistice commemorations in Ickleford.

99.4 Grant application from St Katharine's Church

The application from St Katharine's Church had been delayed until this meeting pending receipt of a second quote for the remedial work to deal with pigeon fouling at the Church. Councillors reviewed the grant application and quotes for the proposed work which had been circulated prior to the meeting

Following a proposal from Cllr Crowe which was seconded by Cllr Thurstance, it was **resolved** to award a grant of £2,500.00 to St Katharine's Church towards the cost of the remedial work to deal with pigeon fouling at the Church, for payment between meetings. **Action: Clk**

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

The Clerk is investigating alternative options to the current format of the Parish Council's email address and will update on this at a future meeting.

99.6 Installation of a Christmas Tree with lights on Upper Green and hosting a 'Lights Switch-On' evening this year

Cllr Harper advised that the Christmas Tree with lights had been installed on Upper Green ready for the Lights Switch-On evening on Friday 7 December. The event has been publicised via the usual methods of communication. The Clerk has submitted the event notification form to NHDC for the Tree Lights Switch-On, and there were no matters arising from this. The risk assessment forms have been updated for this year's project and our insurance company has been advised about this event.

99.7 S106 funds

Cllr Crowe updated the meeting about quotes received to date and also possible external sources of grant funding.

99.8 Maintenance of Lower Green

A quote has been requested from William Crosse to cut the grass on the curve of the road up to four times a year; this is to improve visibility for vehicles. Following discussion, it was agreed to ask William Crosse to include the cost of this work in his quote for the gardening contract as well (see item 100.5 below). **Action: PC/Clk**

99.9 Maintenance of recreation ground

Cllr Crowe advised that quotes have been received for the maintenance of the sports field and these will be discussed at the next Sports Club meeting.

Councillors noted concerns received from a resident about the car park next to the play area, however as previous quotes to undertake the work required were in the region of £40,000, the Parish Council is not in a position to proceed with this at the current time.

99.10 Maintenance of the natural river environment in Ickleford

Cllr Gooden confirmed that a meeting with the Herts and Middlesex Wildlife Trust to investigate ways of raising awareness with residents about the natural river environment in Ickleford will be held next week.

- 99.11 Maintenance of the trees located on the footpath between Chapel Field and Arlesey Road
William Crosse has quoted £90.00 (+VAT) to prune the trees encroaching on gardens adjacent to this footpath.

Following a proposal from Cllr Goldie which was seconded by Cllr Gooden, it was **resolved** to authorise William Crosse to prune the trees located on the footpath between Chapel Field and Arlesey Road up to a maximum cost of £90.00 (+VAT). **Action: Clk**

- 99.12 Additional benches on footpaths

Cllr Thurstance outlined the proposed location for the bench on the grassed area near to the kissing gate on the footpath that runs alongside Chapel Field. This is a well-used footpath leading to the village centre and there is sufficient space on the grassed area to install a bench without encroaching on the footpath. A self-assembly oak woodland bench was installed at Three Arches in 2017 and it was suggested that the same bench be purchased for this location as it would fit in with the surrounding area and is reasonably priced at £198.00 (+VAT) plus a delivery charge of £10.00 (+VAT). As William Crosse assembled and installed the previous bench, it was agreed that a quote be requested for him to carry out this work.

Following a proposal from Cllr Thurstance which was seconded by Cllr Crowe, it was **resolved** to authorise the purchase of a self-assembly oak woodland bench up to a maximum cost of £208.00 (+VAT) (including delivery). **Action: Clk**

- 99.13 Dog waste bins in Ickleford

A number of locations have been reviewed for the installation of a new dog waste bin. Following discussion, it was agreed that the most appropriate location would be on the footpath near to the junction with the path to Raymond Cottages; this is a well-used footpath by dog walkers and instances of dog fouling have been noted on this footpath in recent months. The Clerk advised that the cost to purchase and install one dog waste bin is £215.00 (+VAT) and the current weekly charge for NHDC to empty the bin is £2.00 (+VAT).

Following a proposal from Cllr Goldie which was seconded by Cllr Gooden, it was **resolved** to authorise the purchase and installation of one dog waste bin up to a maximum cost of £215.00 (+VAT) plus a weekly charge of £2.00 (+VAT) for the bin to be emptied by NHDC.
Action: Clk.

It was agreed that the Clerk and Cllr Thurstance would confirm the proposed location of this dog waste bin with NHDC prior to placing the order for the work. **Action: Clk/CT**

100. New Matters

- 100.1 Purchase of a replacement gazebo for Ickleford Pre-School

Ickleford Pre-School loaned gazebos to the Parish Council for the Armistice Commemorations. One of the gazebos collapsed on the morning of 11 November and was irreparable. Approval was therefore given between meetings for a replacement gazebo to be purchased for the Pre-School at a cost of £89.99.

Following a proposal from Cllr Crowe which was seconded by Cllr Blake, it was **resolved** to formally authorise the purchase of a replacement gazebo for Ickleford Pre-School at a cost of £89.99.

- 100.2 NHDC annual review of air quality monitoring points

Between meetings, the Parish Council was made aware that the annual review of the air quality monitoring network by the NHDC Environmental Protection and Housing Team was due to take place in November. As the Parish Council raised concerns about air quality in Ickleford in our submission on air quality to the Examination in Public of the NHDC Local Plan, it was agreed between meetings to request that two air quality monitoring sites be included for Ickleford.

Following discussion, formal approval was given for the Parish Council's request for two air quality monitoring sites to be included for Ickleford.

100.3 Renewal of PCSO contract for 2019/20

Prior to the meeting, Sgt Westwood advised the Clerk that information relating to the cost of renewing the PCSO contract for 2019/20 on a match-funded basis had been requested, but was not currently available. This item will therefore be discussed further at the January meeting.

100.4 Ickleford Burial Ground

Cllr Crowe reported that Ickleford Burial Ground Trust has requested quotes for the maintenance contract of the Burial Ground as the current contract with Maydencroft is due to end in March 2019. Whilst the Burial Ground's finances are in reasonable shape and improving yearly, it is not yet in a position to support this contract. As such, the Trustees have requested the on-going financial support of the Parish Council.

This matter will be discussed further at the Parish Council's January meeting when the quotes for the maintenance contract will be available for review and consideration. In the meantime, councillors enquired whether there are any other external sources of grant funding available to the Burial Ground. **Action: PC**

100.5 Gardening Contracts from 1 April 2019

The Clerk advised that the two gardening contracts are due to end in March 2019. The specification of these contracts was discussed. It was agreed to add the following to the specification of the contract currently held by William Crosse:

- Cutting the grass on Lower Green (on the curve of Arlesey Road) as outlined in item 99.8 above.
- An additional cut of the grass on Christmas Common – this would be a partial cut to assist with visibility in this area of Arlesey Road.

It was agreed that Cllr Crowe and the Clerk request quotes for these two contracts for consideration at the January meeting. **Action: PC/Cik**

100.6 Parking by St Katharine's Church

Further to discussion at a previous meeting, councillors noted that no further concerns had been raised about the parking spaces located by St Katharine's Church. It was agreed that this matter would be monitored. Should the issue persist, it will be raised at a future meeting.

100.7 Non-material amendments to planning applications in the Conservation Area and near to heritage assets in Ickleford

Between meetings, councillors were advised about the process used by NHDC for reviewing non-material amendments to planning application which does not seem to include public consultation. As the Parish Council was concerned about the visual impact that non-material amendments could have on the Conservation Area and heritage assets in Ickleford, approval was given between meetings for Cllr Maxwell to contact the NHDC Development and Conservation Manager, Simon Ellis, about this matter. The letter requested that the Parish Council be consulted on any future non-material amendments in the Conservation Area or near to heritage assets in Ickleford.

Following a proposal from Cllr Harper which was seconded by Cllr Blake, it was **resolved** to formally approve the letter sent to the NHDC Development and Conservation Manager requesting that the Parish Council be consulted on any future non-material amendments in the Conservation Area or near to heritage assets in Ickleford.

The response from Mr Ellis was noted and discussed.

101. Planning Applications

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

101.1 18/01622/FP at Land to the east of Bedford Road and west of Old Ramerick Manor, Bedford Road, Ickleford, Hertfordshire

Erection of 144 dwellings, new vehicular access onto Bedford Road, associated garages and car parking spaces, public open space, landscaping and attenuation areas

The Parish Council has been advised that the funding for education from the developer of this site may be passed on to Central Bedfordshire Council (CBC) under the terms of the agreement currently being discussed with NHDC. Councillors noted concern that these funds may be given to CBC instead of Hertfordshire County Council as the Parish Council believes that any children living on this site would be legally entitled to receive their education at a Hertfordshire school. County Cllr Barnard has been asked for Hertfordshire County Council's opinion about the proposal for education funding to be directed to CBC.

NHDC has also indicated that the planning application for this site may be considered at the NHDC Planning Control Committee meeting on 16 January.

The five-minute slot to speak against the application is allocated on a 'first come' basis so there is no guarantee that Ickleford Parish Council will be able to speak at the meeting. However, it was agreed that a presentation should be prepared in case the Parish Council has the opportunity to speak. The presentation would be based on the objections submitted to NHDC in the formal consultation process for this planning application that are still relevant following the publication of the Inspector's Main Modifications for the NHDC Local Plan as well as the new information about funding for education outlined above. **Action: MM/ RH**

It was agreed that Cllr Maxwell contact the Leader of Hertfordshire County Council, Cllr David Williams, to request that the education funding relating to the development of this site be reviewed by the County Council. **Action: MM**

101.2 18/02785/FP at Land at Turnpike Lane and adjacent to 4 Manor Close, Turnpike Lane, Ickleford, Hertfordshire

Erection of four 4-bed and four 5-bed dwellings including widening of existing access road and creation of new pedestrian footpath and vehicular access road

Information relating to two possible covenants on this site plus data from Land Registry documents about the ownership of the road between plot 7 and Lodge Court was forwarded to the Parish Council by residents between meetings. In order to meet the NHDC deadline, the Clerk, in conjunction with the planning advisors, approved the inclusion of these matters in the Parish Council's response under the heading 'Additional information'.

Following a proposal from Cllr Crowe which was seconded by Cllr Goldie, it was **resolved** to formally approve the inclusion of the following items in the Parish Council's response to this planning application as 'Additional information':

- The possibility of two covenants on this land (one stipulating that you can only build one house and one outbuilding on the land, and one referencing a five year limit on their building on the land (ending next year))
- Land Registry documents seem to show that the road between plot 7 of the proposed plans and Lodge Court is under shared ownership by the leaseholders of Lodge Court.

101.3 18/02999/FPH at 75 Arlesey Road, Ickleford, Hitchin, Hertfordshire, SG5 3TH

Erection of detached double garage

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

101.4 18/03080/FP at Ickleford Bury, Old Hale Way, Hitchin, Hertfordshire, SG5 3UW

Erection of one 3-bed dwelling and double car port, and the erection of a 6 bay car port following demolition of 5 bay garage block and demolition of two existing double garages.

During the public participation session, residents outlined their concerns about this planning application. These included the flow of waste water and sewerage towards Ickleford, that this application would set a precedent for further residential development of the site, and also inaccurate reproduction of property boundaries for Ickleford Bury and some of the properties in Laurel Way.

It was agreed that Cllr Goldie contact the developer to pass on the concerns relating to property boundaries. **Action: KG**

Following a proposal from Cllr Harper which was seconded by Cllr Goldie, it was **resolved** that the Parish Council objected to this planning application as follows:

- There is insufficient capacity in the Ickleford pipe system to dispose of waste water and sewerage from this site. This can be evidenced by instances of sewerage rising into the homes and gardens of Laurel Way, Duncots Close and Lower Green after heavy periods of rain.
- We believe that waste water and sewerage from this new development, along with the houses already located on the south side of the River Oughton, should flow towards Hitchin to alleviate the pressure on the already overburdened pipe system in Ickleford.

Action: KG/CIk

It was agreed that Cllr Maxwell contact Anglian Water to advise that a planning application has been submitted for this site and to request that they review the impact of the proposed development on the pipe system in Ickleford. **Action: MM**

It was further agreed that Cllr Maxwell contact Anglian Water to seek clarification on their assertion that there is capacity in the Ickleford system to accommodate the discharge from new developments, despite previous communications to the Parish Council indicating that the pipe work was already overburdened. **Action: MM**

101.5 Planning applications received between 29 November and 6 December 2018

101.5.1 NHDC Planning Control Committee meeting – 13 December 2018

18/02083/FPH at 14 Claymore Drive, Ickleford, Hitchin, Hertfordshire, SG5 3UB

Full Permission Householder : Alterations to roof and construction of first floor rear extension, single storey side and rear extensions following demolition of existing garage and insertion of front dormer window and gabled roof extension

NHDC has advised that this planning application will be considered at the Planning Control Committee meeting on 13 December. Following discussion, it was agreed that, as the Parish Council's response submitted during the consultation period detailing our objections will be included in the NHDC planning officer's report to the Committee, a Parish Council representative would not attend the meeting.

101.5.2 18/03135/FPH at 4 Chambers Lane, Ickleford, Hitchin, Hertfordshire, SG5 3YA

Full Permission Householder : Single storey rear extension and insertion of rear dormer window to facilitate loft conversion

As this planning application was received on the day prior to the meeting, it was agreed that the Clerk request an extension to the response deadline to enable discussion at the January meeting. **Action: CIk**

102. Planning Decisions

102.1 18/02564/FPH at The Round House, Westmill Lane, Ickleford, Hertfordshire, SG5 3RN

Full Permission Householder: Single storey rear extension and single storey side extension

NHDC granted Conditional Permission on 19 November 2018

102.2 Planning decisions received between 29 November and 6 December 2018

102.2.1 18/02790/FPH at 1C Walnut Way, Ickleford, Hitchin, Hertfordshire, SG5 3XT

Full Permission Householder : Single storey rear extension

NHDC granted Conditional Permission on 3 December 2018

103. Finance

103.1 Budget 2019/20

Councillors considered the draft budget for the 2019/20 financial year which was circulated prior to the meeting. Following discussion, it was agreed that the final budget would be approved at the January meeting to meet the deadline for submitting the precept request to NHDC as noted in item 103.2 below. Councillors were requested to advise the Clerk of any additional budget requirements for the projects they are involved

in so this can be taken into account when the final budget is discussed and approved at the January meeting.

103.2 Precept 2019/20

The Clerk noted that the deadline for submitting the precept request to NHDC is 18 January 2019.

103.3 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.

103.4 Approve payments for December 2018 and any payments made between meetings

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

104. Date for Next Meeting

104.1 The next Parish Council meeting will be held on **Monday 7 January 2019** at 7.30pm

The meeting closed at 10pm

Signed by Chairman

Date

Print name of Chairman
