

**MINUTES FOR THE MEETING OF ICKLEFORD PARISH COUNCIL HELD IN ICKLEFORD VILLAGE HALL AT 7.30PM ON THURSDAY 3<sup>RD</sup> JUNE 2010**

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**Present:** Councillors P J Crowe (Chairman), M Maxwell, K Goldie, and T Stephenson.

**Officer present:** Katrina Henshaw (Parish Clerk).

**Also present for part of the meeting:** County Cllr N Brook

**21 APOLOGIES FOR ABSENCE.**

21.1 Apologies were received and accepted from Cllr J Carlyle (away on business), Cllr C R Thurstance (prior engagement), Cllr D Chapallaz (holiday), Cllr Palmer (illness) and District Cllr T Cowley.

**22 DECLARATION OF INTERESTS.**

22.1 No 'personal' nor 'personal and prejudicial' interests relating to items on the agenda were received.

22.2 Councillors are advised to review their respective Register of Interests and update them if necessary

**23 MINUTES OF THE MEETINGS.**

23.1 Following a proposal from Cllr Goldie, seconded by Cllr Maxwell and agreed unanimously it was

**RESOLVED**

**That the minutes of the annual meeting held on 5<sup>th</sup> May 2010 be approved and the Chairman was authorised to sign them as a true record of the meeting.**

**24 PUBLIC PARTICIPATION SESSION**

24.1 There were not any residents present.

**25 UPDATE FROM POLICE**

25.1 In her absence, PC Katie Hull sent the following crime figures for the last month:-

- 1 theft of motor vehicle
- 2 damage 2 motor vehicles
- 1 burglary
- 1 theft, make of without payment

The 1st theft, 1 damage and burglary are all being investigated as there was DNA left at the scene, and the Police know who is responsible. It is all part of the same incident. The Police are currently conducting arrest enquiries for him. The other theft has 2 people on bail at the moment and the damage is undetected

25.2 Police Panel Meetings.

The Neighbourhood Engagement Panel meetings are held once every 3 months. The meetings are for local residents, shopkeepers, publicans etc to go along and discuss issues within the village. At the meeting, the Police will discuss the priorities from the last 3 months, how they have tackled them and what has been done. They will then discuss with stakeholders and set the next 3 priorities and how they plan to deal with them. The meetings are held at the Hitchin Police Station and the next one will be on Wednesday 18<sup>th</sup> August 2010. Cllr Crowe to attend.

**PJC**

**26 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

- 26.1 The Clerk and Chairman are reviewing the standing orders and financial regulations and will circulate to all with suggested amendments. **CIK**

**27 UPDATE ON ONGOING MATTERS AND TO CONSIDER/AGREE NEXT ACTIONS.**

27.1 Rural Programme New Travel Plan

All cushions have now been installed.

Nick Hunter, Cadwell Farm, has expressed concern about the location of the Ickleford Sign at Cadwell and disappointment that his sign has been moved without his permission. IPC believed that Nick Hunter's sign wasn't going to be removed and the Ickleford sign would not be on his land. The Clerk to contact HH. **CIK**

27.2 Cadwell Bridge

In his absence, Cllr Thurstance sent the following report:-

- The safety fence at the start of B/W 21 has been completed.
- One manhole cover has been reduced in height and is now a flat surface.
- Rights of Way group are awaiting a meeting with Highways to agree the best practical, cost effective and meeting all legal requirements proposal. After this agreement, there should be a consultation with the Parish Council.
- The target is to complete this project within this financial year.

27.3 Garage area and Little Park behind Turnpike Lane

Nothing new to report.

27.4 Hyde Mill

IPC is waiting to be advised that transfer of land has been completed.

27.5 Mapboards

Cllr Chapallaz is organising these replacements. **DC**

27.6 Suggestions for the name of the road for the new properties on the old Ickleford Garage site.

NHDC has suggested 1-6 The Embankment. IPC were not keen on this but had no other alternative to offer. All Councillors to advise the Clerk of alternatives by 21<sup>st</sup> June. **All**

27.7 Annual Report 2009/10

The Clerk is compiling and will distribute 1<sup>st</sup> draft soon. **CIK**

27.8 Broken fence at ISRC

Cllr Chapallaz is investigating the best way to deal with the damaged fence. **DC**

27.9 Overgrown hedge near Snailswell Lane

William Crosse has agreed to cut this back.

**28 MEETINGS ATTENDED BY PARISH COUNCILLORS**

28.1 Community Speed Watch

Cllr Crowe attended the Community Speed Watch meeting on 20<sup>th</sup> May 2010. PC McCallan outlined the new Speed Watch packs the police are promoting to try to reduce speed by asking volunteers to carry out speed checks. The cost of the equipment is between £2,500 and £3,500. Volunteers need to work in groups of at least three and need to record car registration numbers of any vehicles speeding. The Police then send a warning letter to offending motorists.

**29 PLANNING APPLICATIONS.**

- 29.1 None received

**30 PLANNING DECISIONS.**

30.1 10/00660/1 Ickleford Motor Company, Arlesey Road, Ickleford.

Variation of condition 3 (materials) of planning permission ref: 09/00614/1 dated 21/09/09 pursuant to planning permission ref 09/00614/1 for development of six residential dwellings comprising two detached 4-bedroom houses and four semi-detached 3-bedroom houses together with associated parking including detached garage block for plots 1 and 2; alterations to vehicular access from Arlesey Road and new vehicular accesses from River Court to plots 5 and 6.

**NHDC granted conditional permission 20<sup>th</sup> May 2010**

Drainage Informative

The maximum acceptable depth for soakaways is two metres below existing ground level with 1 metre between the base of the soakaway and the highest seasonal groundwater level.

Soakaways must not be constructed in contaminated ground.

In accordance with the Environment Agency Groundwater Protection Policy, direct discharges into groundwater of surface water run-off are not normally acceptable except where the prior written consent of the Environment Agency has been given under the terms of the Water Resources Act 1991. Such consent may be withheld.

Soakaways shall be designed and constructed wholly in accordance with BRE Digest 365 (or CIRIA Report 156) and to the satisfaction of the Councils Building Control Section.

Only clean, uncontaminated water should be discharged to any soakaway.

Deep bore and other deep soakaway systems are not considered by the Environment Agency to be appropriate in areas where groundwater constitutes a significant resource (i.e. where aquifer yield may support or already supports abstraction).

Soakaways shall only be used in areas on site where they would not present a risk to groundwater. If permitted their location must be approved in writing by the LPA.

Prior to being discharged into any surface water sewer or soakaway system, all surface water drainage from parking areas and hard standings susceptible to oil contamination shall be passed through an oil separator designed and constructed to have a capacity and details compatible with the site being drained. Roof water shall not pass through the interceptor.

**Reason for decision**

The development, hereby permitted, is acceptable in terms of land use, design and appearance and would not detract from the visual amenities of the locality, the amenity of neighbouring residential properties or adversely affect highway conditions in the vicinity of the site. As such, it complies with the relevant provisions of the Development Plan as summarised below:

East of England Plan  
Policy H1: Regional Housing Provision

North Hertfordshire District Local Plan No 2 with Alterations  
Policy 5, Excluded Villages  
Policy 26, Housing Proposals  
Policy 51, Development Effects and Planning Gain  
Policy 55, Car parking Standards (as modified by SPD 'Vehicle Parking Provision at new Development')  
Policy 57, Residential Guidelines and Standards.

National Policy Guidance  
 Planning Policy Statement (PPS) 3, Housing.

- 1) The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting approved documents and plans listed above. **Reason:** To ensure the development is carried out in accordance with details which form the basis of this grant of permission.
- 2) The approved details of landscaping shall be carried out before the end of the first planting season following either the first occupation of any of the buildings or the completion of the development, whichever is the sooner; and any trees or plants which, within a period of 5 years from the completion of the development, die, are removed or become seriously damaged or diseased, shall be replaced during the next planting season with others of similar size and species, unless the Local Planning Authority agrees in writing to vary or dispense with this requirement. **Reason:** To safeguard and enhance the appearance of the completed development and the visual amenity of the locality.
- 3) The development, hereby permitted, shall not be brought into use until the proposed accesses have been constructed, and the existing accesses along Arlesey Road and River Court have been closed, and the footway has been reinstated to the current Specification of Hertfordshire County Council and to the Local Planning Authority's satisfaction. Also, as part of these works a new footway, 1.8 metres wide, shall be provided for an approximate distance of 35 metres to provide pedestrian access for the new dwellings in River Court to the satisfaction of the County Highway and Local Planning Authorities. **Reason:** In the interests of highway safety and amenity.
- 4) Before the accesses, hereby permitted, are first brought into use 2.0 metre x 2.0 metre pedestrian visibility splays shall be provided and permanently maintained to each side of the new accesses in River Court and to the reconfigured access in Arlesey Road. They shall be measured from the point where the edges of the access way cross the highway boundary, 2.0 metres into the site and 2.0 metres along the highway boundary, thereby forming a triangular visibility splay within which there shall be no obstruction to visibility between 600mm and 2.0 metres above the footpath level. **Reason:** To provide adequate visibility for drivers entering or leaving the site.
- 5) The turning area to the new access from Arlesey Road as shown on the drawing number ICK/09/01 rev C shall be provided and marked out and, thereafter, shall be retained and maintained in that form and kept available for the purposes of the development. **Reason:** To allow vehicles to manoeuvre on the site and to enter and leave it in a forward gear in the interests of highway safety.
- 6) The gradient of the access shall not be steeper than 1 in 20 for at least the first 5 metres from the edge of the carriageway. **Reason:** To ensure a vehicle is approximately level before being driven on to the highway.
- 7) The access shall be constructed in a hard surfacing material for the first 4.8 metres from the edge of the carriageway. **Reason:** To prevent loose material from passing onto the public highway which may be detrimental to highway safety.
- 8) The access to Arlesey Road shall be 3.0 metres wide and the width of the accesses to River Court shall be as shown on drawing number ICK/09/01 rev C. **Reason:** So that vehicles may enter and leave the site with the minimum of interference to the free flow and safety of other traffic on the highway and for the convenience and safety of pedestrians and disabled people.
- 9) No development approved by this permission shall be commenced until a Site Investigation (Phase II environmental risk assessment) report has been submitted to and approved by the Local Planning Authority which includes:
  - (i) A full identification of the location and concentration of all pollutants on this site and the presence of relevant receptors<sup>1</sup>, and;
  - (ii) The results from the application of an appropriate risk assessment methodology.

No development approved by this permission (other than that necessary for the discharge of this condition) shall be commenced until a Remediation Method Statement report; if required as a result of (a), above; has been submitted to and approved by the Local Planning Authority.

This site shall not be occupied, or brought into use, until:

All works which form part of the Remediation Method Statement report pursuant to the discharge of condition (b), above, have been fully completed and where required formal agreement is submitted that commits to ongoing monitoring and/or maintenance of the remediation scheme. A Remediation Verification Report confirming that the site is suitable for use has been submitted to, and agreed by, the Local Planning Authority. Any contamination, other than that reported by virtue of condition (b), encountered during the development of this site shall be brought to the attention of the Local Planning Authority as soon as practically possible; a scheme to render this contamination harmless shall be submitted to and agreed by, the Local Planning Authority and subsequently fully implemented prior to the occupation of this site.

The definition of receptor shall be based on the definition contained within Table A, Annex 3 of the DEFRA Circular on Contaminated Land 1/2006. **Reason:** To ensure that any contamination affecting the site is dealt with in a manner that safeguards human health and the built and natural environment.

- 10) Prior to the commencement of development approved by this planning permission (or such other date or stage in development as may be agreed in writing with the Local Planning Authority), the following components of a scheme to deal with the risks associated with contamination of the site shall each be submitted to and approved, in writing, by the local planning authority:1) A preliminary risk assessment which has identified:  
all previous uses potential contaminants associated with those uses  
a conceptual model of the site indicating sources, pathways and receptors  
potentially unacceptable risks arising from contamination at the site.  
2) A site investigation scheme, based on (1) to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off site.3) The site investigation results and the detailed risk assessment (2) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken. 4) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in (3) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action. Any changes to these components require the express consent of the local planning authority. The scheme shall be implemented as approved. **Reason:** To protect controlled waters
- 11) If, during development, contamination not previously identified is found to be present at the site then no further development (unless otherwise agreed in writing with the Local Planning Authority) shall be carried out until the developer has submitted, and obtained written approval from the Local Planning Authority for, an amendment to the remediation strategy detailing how this unsuspected contamination shall be dealt with. **Reason:** To be protective of controlled waters.
- 12) Piling or any other foundation designs using penetrative methods shall not be permitted other than with the express written consent of the Local Planning Authority, which may be given for those parts of the site where it has been demonstrated that there is no resultant unacceptable risk to groundwater. The development shall be carried out in accordance with the approved details. **Reason:** To be protective of controlled waters.
- 13) No infiltration of surface water drainage into the ground is permitted other than with the express written consent of the Local Planning Authority, which may be given for those parts of the site where it has been demonstrated that there is no resultant unacceptable risk to controlled waters. **Reason :** To be protective of controlled waters.

**31 CORRESPONDENCE.**

- 31.1 NHDC – Annual Conference. To be held on 28<sup>th</sup> June. Cllr Crowe to attend. **PJC**
- 31.2 Hertfordshire Police Authority – Setting Neighbourhood Policing Priorities – Involving Councillors update. All Cllrs copied on letter. Cllr Crowe to reply. **PJC**
- 31.3 Mike Palmer – Reply to IPC’s response. All Cllrs copied on letter. Cllrs discussed the letter and IPC’s response. The Clerk to reply. **Clk**
- 31.4 Resident – Concern about parking on pavement outside Ickleford Stores. This was discussed and it was agreed that the Clerk would ask the Police and HH for their opinions. **Clk**

**32 FINANCE.**

- 32.1 Summary of end of Year Accounts 2009/10

<b>Balance b/f 1st April 2009 =</b>	<b>£28,149.77</b>
Receipts	<b>£142,986.87</b>
Payments	<b>£135,385.84</b>
<b>Balance c/o 31st March 2010=</b>	<b>£35,750.80</b>

- 32.2 Comparison of Expenditure and Budget 2009/10

The comparison between expenditure and budget for 2009/10 is as follows:-

	Income		Expenditure	Money to c/o
	Budget 2009/2010	Extra money received	Money Spent Apr-Mar	
<b>Wages</b>	£11,972.95	£1,320.64	£13,293.59	<b>£0.00</b>
<b>Admin</b>	£5,799.32	£249.16	£5,811.29	<b>£237.19</b>
<b>Open spaces</b>	£4,746.42	£3,507.96	£6,685.88	<b>£1,568.50</b>
<b>Recreation Facilities</b>	£1,821.09	£1,823.93	£1,668.57	<b>£1,976.45</b>
<b>Village improvements/repairs</b>	£1,417.46	£7,888.74	£7,712.44	<b>£1,593.76</b>
<b>Burial ground</b>	£1,029.57	£71,126.16	£72,155.73	<b>£0.00</b>
<b>Actions from Parish Plan</b>		£1,728.65	£30.00	<b>£1,698.65</b>
<b>Grants (inc s137 payments)</b>	£6,000.00	£1,201.00	£7,029.87	<b>£171.13</b>
<b>Speed prevention</b>	£1,000.00	£25,625.00	£0.00	<b>£26,625.00</b>
<b>PCSO</b>	£6,708.16	£2,856.14	£7,125.00	<b>£2,439.30</b>
<b>MISC (inc Bank interest)</b>	£5.03	£8.36	£0.00	<b>£13.39</b>
<b>VAT</b>	£0.00	£0.00	£572.57	<b>-£572.57</b>
	<b>£40,500.00</b>	<b>£117,335.74</b>	<b>£122,084.94</b>	<b>£35,750.80</b>

32.3 Budget 2010/11 update with money b/f  
The budget for 2010/11 is as follows:-

	Money c/o	Grants 09/10	2010/11	Total Budget
Wages			£14,000.00	£14,000.00
Admin	£237.19		£5,500.00	£5,737.19
Open Spaces	£1,568.50	£1,000	£4,920.00	£7,488.50
Recreation Facilities	£1,976.45		£319.30	£2,295.75
Village Improvements / Repairs	£1,593.76		£1,200.00	£2,793.76
Burial Ground	£0.00		£3,000.00	£3,000.00
Actions from Parish Plan	£1,698.65		£0.00	£1,698.65
Grants	£171.13		£6,000.00	£6,171.13
Small Project Fund			£500.00	£500.00
Speed Prevention Fund	£26,625.00		£1,000.00	£27,625.00
PCSO	£2,439.30		£5,060.70	£7,500.00
Hyde Mill Project Fund	£0.00		£1,000.00	£1,000.00
MISC	£13.39		£0.00	£13.39
VAT	-£572.57	£572.57	£0.00	£0.00
	<b>£35,750.80</b>	<b>£1,572.57</b>	<b>£42,500.00</b>	<b>£79,823.37</b>

32.4 End of Year Accounts 2009/10 Annual Return.  
The Employer Annual Return has been filed online.

The notice of appointment of date for the exercise of electors' rights was displayed on the village noticeboard between 3<sup>rd</sup> and 16<sup>th</sup> May 2010.

**Following a proposal from Cllr Goldie, seconded by Cllr Stephenson and agreed unanimously, the end of year accounts were approved by the Council and signed by the Chairman and Clerk.** The Statement of Assurances was read to all Councillors before being completed and signed by the Chairman and the Clerk on behalf of the Council.

The Annual Return for the year ended 31<sup>st</sup> March 2010 must be returned to BDO Stoy Hayward by 18<sup>th</sup> June 2010. **Clk**

Rod Major will be carrying out the Internal Audit this month and a copy of his report will be sent to all Councillors before the Accounts are sent to the External Auditor.

32.5 Notification of receipts received since the last meeting.  
The following receipts have been received since 5<sup>th</sup> May 2010

P3 Grant	£1,000.00
VAT Refund	£572.57
<b>Total receipts =</b>	<b>£1,572.57</b>

- 32.6 To approve payments for the month of June 2010.  
Following a proposal from Cllr Maxwell, seconded by Cllr Stephenson and agreed payments of £3,312.34 were approved and the cheques were signed.

**33 REPORTS FROM COUNTY COUNCILLOR.**

- 33.1 County Councillor  
Cllr Brooks confirmed that using his locality budget he would grant £500 to the burial ground, £500 towards the maps and £250 towards printing the St Katharine's Wheel. The Clerk to complete grant forms. **Clk**

**34 REPORTS FROM REPRESENTATIVES ON OTHER COMMITTEES.**

- 34.1 Parish Paths Partnership  
Cllr Stephenson advised that Eoin Bell, HCC, is looking to obtain funding for the following:-
- FP8 - Revetment or new fence on FP8.
  - FP12 - Install 77m x 1.2m of crushed concrete fines surfacing with hardcore base.
  - FP9 - Install 80m x 1.5m of crushed concrete fines surfacing.
  - FP9 - Install culvert pipe & build up dip in footpath with hardcore, dress surface with crushed concrete fines for approx 46m x 1.5m.
  - Fill potholes on Snailswell BOAT.
- 34.2 Ickleford Primary School Governors.  
Cllr Maxwell reported that Ickleford Primary School had approved the budget.
- 34.3 Ickleford Village Hall  
Cllr Stephenson advised that the finances were good and there will be new curtains soon.
- 34.4 Biffa  
The next liaison meeting is at 7.00 pm on Thursday 10<sup>th</sup> June at the site office. Initially a site visit will be undertaken to review progress with restoration and then the meeting will reconvene at Holwell Village Hall at 7.30 pm. Cllr Goldie and Cllr Palmer to attend. **KG/GP**

**35 DATE FOR NEXT MEETING.**

- 35.1 The next meeting will be held on Thursday 1<sup>st</sup> July at 7.30 pm.

The meeting closed at 9.00 pm.