

**MINUTES FOR THE ANNUAL MEETING OF ICKLEFORD PARISH COUNCIL HELD IN ICKLEFORD VILLAGE HALL AT 7.30PM ON TUESDAY 8<sup>TH</sup> MAY 2007**

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**Present:** Councillors P J Crowe (Chairman), M Maxwell, C R Thurstance, D Chapallaz, K Goldie J Carlyle G Palmer and T Stephenson

**Also present:** David Hillelson from Heritage Network (between 8.00 pm and 8.15 pm) and PCSO Nikki Williams (between 8.15 pm and 8.30 pm).

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

**1 TO ELECT A CHAIRMAN FOR THE ENSUING COUNCIL YEAR.**

1.1 Cllr Maxwell proposed and Cllr Chapallaz seconded that Cllr Crowe should be re-elected as Chairman. There were no other nominations and therefore, with a unanimous vote it was

**RESOLVED**

**That Cllr Crowe be appointed the Chairman for the ensuing Council year.**

A vote of thanks to Cllr Crowe was expressed for all the hard work that he does.

1.2 Cllr Crowe read and signed the Declaration of Acceptance of Office of Chairman, countersigned by the Clerk as Proper Officer of the Council.

**2 ELECTED COUNCILLORS – 3<sup>RD</sup> MAY 2007.**

2.1 The Clerk received new completed and signed 'Notification of Register of any financial and other interests' forms from all elected Councillors.

2.2 All Councillors had read and had signed the Declaration of Acceptance of Office of Parish Councillor; each one was countersigned by the Clerk as Proper Officer of the Council.

**3 APOLOGIES FOR ABSENCE.**

3.1 Apologies were received and accepted from Cllr Brook and Cllr Gibbs.

**4 DECLARATION OF INTERESTS.**

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

**5 TO FILL THE PARISH COUNCIL VACANCY.**

5.1 Councillors voted to fill the vacancy and with a unanimous vote it was

**RESOLVED**

**That Mrs Glenys Palmer be co-opted as a Parish Councillor in the Parish of Ickleford.**

5.2 Cllr Palmer read and signed the Declaration of Acceptance of Office of Parish Councillor, countersigned by the Clerk as Proper Officer of the Council.

5.3 The Clerk received a new completed and signed 'Notification of Register of any financial and other interests' form from Cllr Palmer.

5.4 No 'personal' nor 'personal and prejudicial' interests relating to items on the agenda were received from Cllr Palmer.

**6 TO ELECT A VICE CHAIRMAN FOR THE ENSUING COUNCIL YEAR.**

- 6.1 Cllr Goldie proposed and Cllr Carlyle seconded that Cllr Maxwell should be re-elected as Vice Chairman. There were no other nominations and therefore, with a unanimous vote it was

**RESOLVED**

**That Cllr Maxwell be appointed Vice Chairman for the ensuing Council year.**

A vote of thanks to Cllr Maxwell was expressed for all the hard work that he does.

- 6.2 Cllr Maxwell read and signed the Declaration of Acceptance of Office of Vice Chairman, countersigned by the Clerk as Proper Officer of the Council.

**7 THE PARISH COUNCIL TO ADOPT THE REVISED MODEL CODE OF CONDUCT.**

- 7.1 All Councillors had been given a copy of the Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159) which was then discussed. Following a proposal from Cllr Goldie, seconded by Cllr Carlyle and agreed unanimously it was

**RESOLVED**

**That Ickleford Parish Council would adopt the Model Code of Conduct for Parish and Town Councils including paragraph 12(2)**

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

- 8.1 All Councillors had been given a copy of the Standing Orders and Financial Regulations to review. These were discussed and a few amendments were made. Following a proposal from Cllr Thurstance, seconded by Cllr Palmer and agreed unanimously it was

**RESOLVED**

**That the amended Standing Orders and Financial Regulations, both dated 8<sup>th</sup> May 2007, be adopted**

**9 REVIEW OF THE CLERK'S CONTRACT OF EMPLOYMENT AND JOB DESCRIPTION**

- 9.1 Following new guidelines from NALC the Chairman and Clerk have reviewed and updated the Clerk's Contract of Employment and Job Description. This was signed by the Chairman and the Clerk.

**10 MINUTES OF THE MEETINGS HELD ON 10<sup>TH</sup> APRIL 2007.**

- 10.1 Following a proposal from Cllr Maxwell, seconded by Cllr Thurstance and agreed unanimously it was

**RESOLVED**

**That the minutes of the ordinary Monthly Meeting held on 10<sup>th</sup> April 2007 be approved and the Chairman was authorised to sign them as a true record of the meeting.**

- 10.2 Following a proposal from Cllr Thurstance, seconded by Cllr Goldie and agreed unanimously it was

**RESOLVED**

**That the minutes of the Annual Parish Meeting held on 10<sup>th</sup> April 2007 be approved and the Chairman was authorised to sign them as a true record of the meeting.**

**11 APPOINTMENT OF 4 PLANNING ADVISORIES FOR THE ENSUING COUNCIL YEAR.**

- 11.1 Cllrs Chapallaz, Carlyle, Goldie and Palmer were appointed as the planning advisories.

**12 APPOINTMENT OF 3 CHEQUE SIGNATORIES FOR THE ENSUING COUNCIL YEAR.**

12.1 Cllrs Chapallaz, Goldie and Thurstance were appointed as signatories for cheques.

**13 APPOINTMENT OF REPRESENTATIVES TO SERVE ON OTHER COMMITTEES.**

13.1 Cllrs Carlyle and Thurstance were appointed as the representatives on the Ickleford Common Holders Committee.

13.2 Cllrs Goldie, Palmer and Stephenson were appointed as Parish Paths Partnership representatives.

13.3 Cllr Maxwell was appointed as the Governor for Ickleford Primary School.

13.4 Cllr Thurstance was appointed as the Governor for the Rand's Educational Foundation.

13.5 Cllrs Crowe and Carlyle were appointed as the representatives on the ISRC Committee.

13.6 Cllr Stephenson was appointed as the representative on the Village Hall Committee.

**14 CALENDAR OF MEETING DATES FOR THE ENSUING COUNCIL YEAR.**

The dates for meetings to be held in the Village Hall were agreed as follows:-

Tuesday 8 <sup>th</sup> May 2007 - Annual Meeting	Tuesday 11 <sup>th</sup> December 2007
Tuesday 12 <sup>th</sup> June 2007	Tuesday 8 <sup>th</sup> January 2008
Tuesday 10 <sup>th</sup> July 2007	Tuesday 12 <sup>th</sup> February 2008
Tuesday 11 <sup>th</sup> September	Tuesday 11 <sup>th</sup> March 2008
Tuesday 9 <sup>th</sup> October 2007	Tuesday 8 <sup>th</sup> April 2008
Tuesday 13 <sup>th</sup> November 2007	Thursday 24 <sup>th</sup> April 2008 – Annual Parish Meeting

**15 UPDATE ON ONGOING MATTERS.**

15.1 Proposed Burial Ground.

David Hillelson from Heritage Network gave a brief report summarising the archaeological investigations he had carried out so far and advised that he now had sufficient information to be able to collate a report formally that would acknowledge that there are areas with archaeological interest but these are neither major nor sufficient to refuse planning permission on archaeological grounds, although NHDC may only grant conditional planning permission subject to more research being carried out. David agreed to supply a quote for compiling this report. All Councillors thanked David for his time and he left the meeting.

David's report was discussed and following a proposal from Cllr Goldie, seconded by Cllr Thurstance and agreed unanimously it was

**RESOLVED**

**That assuming the quote is less than £750 Ickleford Parish Council would authorise David Hillelson to collate the report. If the cost is more than £750 this would need to be discussed further at a Parish Council meeting.**

**REASON**

**To progress this project so that planning permission can be applied for.**

Cllr Crowe advised that the proposed plans showing the entrance to the burial ground were nearly complete. Also the Environment Agency had indicated there may not be any need for further tests as the churchyard is full providing the location is near the churchyard and the number of burials per year is not too high. Cllr Crowe has requested these details from Reverend Margaret Holford so that he can send them to the Environment Agency.

15.2 Policing in Ickleford.

PCSO Nikki Williams reported the following:

- Some cricket nets had recently been stolen from ISRC.
- The Police had found a lid from a spray can that is believed to be linked to the recent graffiti carried out at the children's play area so this has been sent off for fingerprints.
- PC Matt Jenkins and NHDC Environmental Health are working with the land owner to evict the travellers from the old railway embankment.

15.3 Parish Plan.

Cllr Maxwell reported that the final photos for the Parish Plan have been supplied and the final proof should be ready this week. Hopefully the Plan will be distributed to all households this month. Despite the Plan not being distributed some of the actions have been started, these include:

- The Ickleford Litter Collection Day – this took place on 21<sup>st</sup> April, and was very successful with a terrific contribution from scouts and cubs as well as other residents.
- Submission of the Big Lottery Fund application in support of the proposed new community building. Associated with this have been preliminary discussions with district and county councils on issues such as planning.
- An agreement with PC Matthew Jenkins for four sessions of speed monitoring in Ickleford. Results from these will determine next actions of Full Police Traffic Survey or Ickleford commissioning a Professional Traffic Survey.
- Meeting between Cllr Stephenson and Jacque Grant, CDA is scheduled for 4<sup>th</sup> June to review traffic and transport areas of the plan.

Cllr Crowe reported that at the recent Traffic and Transport sub-group meeting it was suggested that the first priority for safety measures would be a crossing at the school and the committee members had asked if IPC would consider paying for this if no other funding was available. It was agreed that Cllr Crowe should look into the costs of crossings. **PJC**

In response to the detailed report about Community Orchards sent to IPC from Laurie Kerr, Cllr Thurstance has been looking into possible locations. The best location he has found so far would be to use part of Chapel Field. Richard Nicholls currently leases this field from HCC but would be happy for IPC to lease part of the field from HCC to create a Community Orchard. It was agreed that Cllr Thurstance should look into the size of field required and the possibility of leasing part of the field from HCC. **CRT**

15.4 Calor Village of the Year in England 2006/2007.

The judges visited Ickleford on the 25<sup>th</sup> April 2007 and met many representatives of businesses and organisations in Ickleford. The winner of the region will be notified in May so that more judges can visit in July. All other results will be announced in October. A letter of thanks was received from the judges who all enjoyed their visit and hope that Ickleford's community spirit continues to grow. All Councillors expressed their thanks to the Clerk for her excellent work in the preparation for the visit and on the day which had contributed to a successful day.

15.5 Tony's News.

Cllr Mrs Goldie received an email from Mr Newbury, McMullens advising that NHDC will not allow them to knock the building down and rebuild it with proper foundations so McMullens have decided to leave the building to become an eyesore. Cllr Crowe has spoken to a Planning Officer at NHDC who has advised that knocking the building down and building a car park or landscaping the area may be satisfactory in a conservation area. Planning permission would need to be sought though. Cllr Crowe to speak to Mr Newbury with this suggestion. **PJC**

**16 REPAIRS AND MAINTENANCE.**

16.1 Damage to parts of the Village Green

William Crosse has seeded the areas and will install posts shortly. Cllr Carlyle advised that already the verge has been driven over by the recycling lorry from NHDC again. As the other dustcarts do not damage this verge, the Clerk to write to NHDC to complain. **Clk**

16.2 Grass verges and road in Walnut Way near the new houses.

The verges and road are still in poor condition. The Clerk to ask Cllr Gibbs what action NHDC is able to take. **Clk**

16.3 Children's play area.

William Crosse has topped up the bark to the required safety levels. NHDC have removed all the recent graffiti in the play area at an estimated cost of £240. The Clerk to do an insurance claim although the excess is £125. **Clk**

16.4 Graffiti on the old railway embankment near Gerry's Hole.

It was agreed that the whole wall should be painted a dark grey colour to match the original colour of the brick. Cllr Goldie to obtain a quote from John Gladding if he is interested in doing the work. **KG**

**17 PLANNING APPLICATIONS.**

17.1 07/00968/1HH 133 Arlesey Road, Ickleford.

Rear Conservatory.

The planning application was discussed and it was

**RESOLVED**

**That IPC would not object to this application.**

**REASON**

**This simply seems to be a bigger conservatory than the existing one – although there is no drawing of the existing structure (only a photograph) – but IPC see no objection to the replacement.**

17.2 07/00994/1HH 1 Ryder Way.

Two storey side extension, single storey rear extension and detached double garage.

The planning application was discussed and it was

**RESOLVED**

**That IPC would not object to this application.**

**REASON**

**Although this involves considerable extension to the property there seems plenty of space and the whole thing seems to be in keeping with the existing area – hence IPC see no reason for objecting to this application. There is one slight reservation about the garage which seems to be out of line with other properties in the road and would be better sited elsewhere.**

**One comment IPC would make however is about the “business” which appears to take place on the site and there is concern about if there is adequate parking to facilitate this. We assume this business is fully approved by the appropriate authorities**

17.3 07/00015/1 Land adjacent to 26 Turnpike Lane, Ickleford.

Two 3 bedroom semi detached dwellings with detached building to provide two garages.

The planning application was discussed and it was

**RESOLVED**

**That IPC would not object to this application.**

**REASON**

The main point of IPC's previous objection to this development – i.e. the excessive height of the proposed houses – has been dealt with by having just two floors rather than three. Hence there is no specific objection.

However, one point made in IPC's letter to Mike Easom on 2<sup>nd</sup> October 2006 still seems to be unresolved – namely the responsibility for and upkeep of the strip of bushy/wooded land between the proposed development and Greenfield Avenue itself. It does not seem to be designated as part of the garden of either property and with no specific allocation of this land, IPC see it as a potential dumping ground or at best an area of unnecessary dispute.

17.4 07/01058/EUD Pestol Farm, Lower Green, Ickleford.

Lawful Development Certificate (existing): Continued use of land for stationery of mobile home.

IPC are not required to be consulted on this application as it is claimed that the mobile home has been there for more four years. An application for continued use of land for stationery of mobile home was submitted in June 2006 (ref 06/00722/1). IPC had objected to this application as although there was existing similar usage, it was felt that this was unnecessary and unacceptable continuation of sprawl within the Green Belt. The application was later withdrawn on 31<sup>st</sup> July 2007.

Following a discussion about the new application it was

**RESOLVED**

**That IPC would object to this application**

**REASON**

Although there is existing similar usage, we feel that this is unnecessary and unacceptable continuation of sprawl within the Green Belt and thus object to the proposal.

**18 PLANNING DECISIONS.**

18.1 07/00523/1HH 31 Turnpike Lane, Ickleford.

Front Dormer window and first floor rear extension.

**Permission refused by NHDC 18<sup>th</sup> April 2007.**

18.2 07/00406/1HH 3 Icknield Close, Ickleford.

Single storey front extension (as amended by plan P01A)

**Conditional permission granted by NHDC 24<sup>th</sup> April 2007.**

18.3 07/00628/1HH 36 Turnpike Lane, Ickleford.

Variation to plot 3 to enlarge rear first floor window and fit obscure glazing.

**Conditional permission granted by NHDC 2<sup>nd</sup> May 2007.**

**19 CORRESPONDENCE.**19.1 HAPTC – New Councillor Workshops.19.2 HCC Minerals Local Plan Review 2002 – 2016.

The plan was formally adopted by HCC at its meeting on 27<sup>th</sup> March 2007.

**20 FINANCE.**20.1 Summary of End of Year Accounts 2006/7.

All Councillors were given a summary of accounts for 2006/7. The balance carried over on 31<sup>st</sup> March 2007 was £14,328.94 of which only £254.30 was unallocated money as £14,074.65 was allocated as follows:-

Parish Plan	£5,074.65
Speed prevention fund	£3,000.00
Burial ground fund	£3,000.00
Actions from Parish Plan	£2,000.00
Play bark from improvement/repairs fund	£1,000.00
<b>Total</b>	<b>£14,074.65</b>

20.2 End of Year Accounts 2006/7 and Annual Return.

Employer Annual Return has been filed online so IPC have received £150.00. This will be deducted from the Q1 PAYE payment.

The notice of appointment of date for the exercise of electors' rights has been displayed on the notice board.

Following a proposal from Cllr Maxwell, seconded by Cllr Carlyle 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 2007 must be returned to Lubbock fine by 29<sup>th</sup> June 2007.

20.3 Appointment of Internal Auditor for 2007/8.

Following a proposal from Cllr Goldie, seconded by Cllr Maxwell and agreed unanimously Mr Rod Major was appointed as the internal auditor for 2007/8.

20.4 Notification of receipts received since the last meeting.

The following receipts have been received since 10<sup>th</sup> April 2007.

Grant from NHDC to set up a new rounders club	£400.00
Vat refund for 1/1/07 – 31/3/07	£280.38
Grant for hosting website from Cllr Gibbs Discretionary Budget 2006/7	£120.00
Grant for software from Cllr Gibbs Discretionary Budget 2006/7	£113.00
Grant for costs of new flowerbed from Cllr Gibbs Discretionary Budget 2006/7	£117.00
Grant money returned from St Katharine's Junior Church	£34.25
<b>Total</b>	<b>£1,064.63</b>

20.5 To approve payments for the month of May 2007.

Following a proposal from Cllr Goldie, seconded by Cllr Palmer and agreed unanimously the payments of £3,413.92 were approved and the cheques were signed.

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

21.1 Parish Paths Partnership.

Cllr Goldie reported that she had agreed the annual work for the next two years with Angela Forster, CMS and costs were £690. This included FP24 replacing a style with a gate (£250), FP8 installing signs (£40), FP11 waymarking (£40), FP7, 10 and 11 mowing (£260) and admin costs of £100.

21.2 Ickleford Primary School Governors.

Cllr Maxwell reported that the school had carried over £57,000 but as £12,000 was IN Devolved Formula Capital, the remaining £45,000 was below the threshold so HCC would not be clawing back any funds.

A new Health and Safety Policy had been introduced which would be audited on a regular basis. The school have decided to proceed with the repairs to the swimming pool and hope the pool will be able to be used after half term. A formal Risk Assessment will be carried out of the pool that should show there is no need for all teachers to be qualified to the current level HCC are proposing to impose.

The Governors agreed in principle to the school being used during out of school times if required for any of the actions in the Parish Plan providing Mrs Salmon is happy with the proposals.

Ickleford School was not included in any of the long-list of HCC's proposal for reducing school places due to the birth rate dropping so it is assumed that Ickleford School will continue as usual.

21.3 Ickleford Village Hall Committee.

There was no charge for the rent of the Village Hall for the litter pick day or for when the judges of the Village of the Year competition visited the village. The clerk has thanked the committee for this.

The lost property pile in the kitchen is growing - there are clothes (adults and children), umbrellas, toys and even an envelope with cash notes in it which is being held by the treasurer pending a valid claim. The Committee have asked group leaders to please check the pile and ask members to look too. Anything unclaimed by half term (25th May) will be disposed of. From now on the Committee have asked each group to take home with them any item that is left behind after their meeting and reunite it with its owner at a convenient time.

**22 ANY OTHER BUSINESS**

NB This is for exchange of information only. No decisions or actions can be agreed at this time.

22.1 Kimpton will be hosting the next meeting of all the Parish Councils in the Southern Rural area on 21<sup>st</sup> June 2007. This will be followed by a BBQ. Further details to follow.

22.2 Cllr Thurstance reported that he had received complaints about cars parking on the junction of Westmill Lane and Bedford Road making it difficult to turn in and out of Westmill Lane. Cllr Crowe said that he would mention this complaint to Hertfordshire Highways.

22.3 Cllr Carlyle reported that there has been lots of rubbish dumped by the sharp bend on Arlesey Road between Cadwell and the junction to Arlesey New Road.

22.4 The Clerk advised that rounders for ladies over 35 years old had started on Wednesday and was well supported.

**23 DATE FOR NEXT MEETING.**

23.1 The next meeting will be held on Tuesday 12<sup>th</sup> June 2007 at 7.30 pm.

The meeting closed at 10.05 pm.