

**WICKEN PARISH COUNCIL  
MINUTES OF THE MONTHLY MEETING HELD  
AT 19.30 HRS ON TUESDAY 9 NOVEMBER 2021  
WICKEN MISSION HALL**

In Attendance (a minimum of 3 Councillors must be present for business to be conducted): Cllrs E Houghton (Chair), L Tory, J Day, J Rogers and 3 parishioners.

**1. Apologies for absence and any declarations of interest.**

Apologies were received and accepted from Cllr Wilson (personal), Cllr Hawes (work), Cllr Bye (personal), Cllr Rash (holiday) and Cllr Smith (work).

There were no declarations of interest.

**2. Public Participation. The meeting will be adjourned for up to 10 minutes to allow members of the public and Councillors who have declared an interest to make a statement on matters to be discussed. The Chair advised speakers that by speaking their names and what they raise will be minuted and be in the public domain.**

No members of the public wished to speak.

**3. Minutes of the Last Meeting Held on 12 October 2021**

The minutes of the last meeting were agreed as a true and correct copy and were signed by the Chair.

**4. Progress Report on Matters Arising from the Minutes 12 October 2021**

**4.1** Highways issues – The Clerk and Chair had met with Highways on the 28 October 2021. This was on the agenda.

**4.2** Debit card – The debit card had been ordered but still not yet received. The clerk had contacted Barclays who had not processed the order. A further application would need to be completed if the card was not received in 5 days.

**4.3** Cycle path – The plainings had been delivered.

**4.4** Code of Conduct Training – the Chair and Clerk had chased CAPALC again. Training would take place in December/January

**4.5** Grass cutting – Only the Rec (once) and cemetery car park had been cut in October. The clerk had contacted CGM who had missed the cuts off the schedule.

**4.6** Cemetery footpaths – Cllr Smith had sprayed the weeds on the footpaths.

**4.7** Highways diversion complaint – There were no further updates.

**4.8** Water Heater switches in the pavilion – These had not yet been installed

**4.9** Resurfacing of the paths –Cllr Schumann had contacted Highways on behalf of the Parish Council. These had been discussed with Highways at the meeting.

**4.10** Planning application plots 1-3 Ref 21/01092/FUL and 4-6 Land adjacent to 14 Church Road Ref 21/01226/FUL – These had been called into the Planning Committee by Cllr Bovingdon at the request of the developer.

**4.11** Upware Residents Association – Cllr Tory updated the Council on the meeting of the URA held on 18 October 2021. There was concern that some recently installed privately owned CCTV would cover areas of the Open Space. This was not a problem at present but could be a safeguarding concern once the Open Space was being used. Cllr Tory would look into the rules around this.

## **5. Planning Matters**

### **5.1 Installation of photovoltaic arrays on east and west facing roofs of outbuilding. Chestnut Cottage 24 High Street, Wicken. Ref 21/01302/FUL**

The Parish Council had no comments on the application.

### **5.2 To vary Condition 1 (Approved documents & drawings) of previously approved 16/00024/OUT for Demolition of existing outbuildings and construction of 5 No detached and 2 No semi-detached houses with associated access road. 34 Chapel Lane Wicken Ely Cambridgeshire CB7 5XZ. 21/01368/VAR**

The Parish Council objected to the change to phased development due to the disruption to local residents.

**5.3 T1 - Sycamore - Reduce stem leaning towards house to 2ft. The tree has a codominant stem which has been pollarded before. The Union is a tight 'v' shape. Removing this stem will help to retain the tree in case of a split out and remove the risk of it falling onto the house. This will also help more light into the house. T2 - Ash - Fell - This tree has been greatly reduced before and has a large cavity at the base on the southern side with vast amounts of rot. Also on the southern side, one of the main buttress roots has been severed effecting the trees stability. 45 High Street Wicken Ely Cambridgeshire CB7 5XR. 21/01495/TRE**

The Parish Council had no comments on the application.

**5.4 Approval of the details for reserved matters of Plot 1 only of planning application 21/00584/OUT for proposed residential development for 3 dwellings. Plot 1 Site West Of 27 The Crescent Wicken CB7 5XN. 21/01350/RMA. The amendment involves the provision of further details regarding the proposed layout of Plot 1, 2 and 3 and provision of details of the proposed footway.**

The Parish Council asked again for a footpath along the whole development. A further amendment had been received by the Clerk after the agenda for the November meeting had been issued. This would be discussed at the December meeting.

### **5.5 Update on Planning Applications Approved/Refused by ECDC**

The application for a one-bedroom dwelling at 11 Back Lane had been withdrawn.

## **6. County and District Councillor Reports**

There were no County of District Councillors in attendance. District Councillor Bovingdon had advised by email that he was now a member of the CPCA Transport and Infrastructure Committee

## **7. Report on the Highways Meeting 28 October 2021**

The Clerk and Chair had met with Bob Rossiter from Highways on 28 October 2021. A number of repairs had been noted during the visit to Upware and a walk through Wicken. An email conversation had taken place between the Chair and the highways officer in charge of footways regarding the poor state of the footways in Wicken. Highways agreed to put the footways of Wicken in for consideration next year.

## **8. Transfer of Land at Cross Green, High Street Wicken**

A letter had been received from Thomson and Bancks Solicitors on behalf of Cambridge Design and Build Ltd regarding the transfer of two small parcels of land. The Parish Council were contacted due to the deed of easement held for the access to 11, 12 and 13 Cross Green. The transfer of the land would not affect the access, but a signed certificate of compliance was required from the Parish Council. The Parish Council were happy to sign the certificate as long as the trustees of the windmill were aware of the transfer and had no issues. This was proposed by Cllr Tory and seconded by Cllr Houghton. All were in favour. The clerk/chair would discuss this with Mr Carrick.

## **9. The Queens Canopy**

The Queen's Canopy is a tree planting initiative to mark Her Majesty's Platinum Jubilee in 2022. ECDC are also launching a 'Create a Community Orchard' scheme to help reach their climate goal. Wicken already has the Millennium Wood at the bottom of the recreation ground and a further wood would take up the green space in the village. The clerk would advertise the Queen's Canopy on the Facebook page and encourage residents to take part.

## **10. Street naming for the Development on the Land South of Chapel Lane**

The developer had submitted the name of "Augustine Place" for the development of 2 houses and 6 bungalows off Chapel Lane. The Parish Council did not feel this was the right name for the development and the following was sent to ECDC and the developer:

Whilst we understand the rationale with the historical reference to Spinney Abbey in the 1400s the Parish Council would like the historical reference to be more relatable to the village. We feel that 'Place' sounds more urban than rural and would like to point out that the last residential development is called Swallowtail Close following a request from the developers for the Parish Council to name the new development.

The Parish Council suggest that rather than 'Augustine Place' or 'Augustine Fields' the development is called 'Beloe Close' or 'Beloe Fields'. This would be named after the village's last much loved incumbent vicar the Reverend Francis Beloe and his wife Sheila who resided and worked in the village for around 30 years and only moved from the village as he could not reside in the village due to the diocese rules around retiring clergy. Sadly, both have passed away, but their daughters (with the help of village donations) have donated a bench in their memory which is next to the village pond.

## **11. Upware Open Space**

Cllr Tory will ask the URA if they would like to take part in the Create a Community Orchard scheme and plant the trees on the Upware Open Space as part of the Queens Canopy. The Clerk had contacted the IDB and was awaiting a quote for the ditch work. The wood for the fence had been ordered ready for the erection of the fence.

## **12. Financial Matters**

### **12.1 Bill payments**

Rachel Earl	Clerk wages November 2021	£432.60
HMRC PAYE	PAYE November 2021	£108.20
Rachel Earl	Clerk's expenses	£500.00
British Gas	Electricity for the Pavilion	£42.38
SSE	Electricity for streetlights for November 2021	£112.11
CAPALC	Clerk's training course	£250.00
CGM Ltd	September cuts	£737.00
Rachel Earl	Paint for the water pump on Pond Green	£25.00
Royal British Legion	Poppy wreath and donation	£100.00

### **12.2 Monthly Finance update and Half Yearly Budget Report**

The monthly finance report showed the Parish Council was in a stable position. The half yearly budget report was circulated and noted.

### **12.3 Bank Reconciliation to 30 October 2021**

The bank statements and reconciliation reports had been circulated to all Councillors. This was noted.

### **12.4 Consideration of Fees and Expenses and Burial Board fees Including Standardisation of Butts Lane Allotments**

The review of the fees and expenses and Burial Board fees would be carried forward to the December meeting.

The Council discussed the proposal from the Allotment Committee to standardise the fees for the Butts Lane Allotments. This follows an increased demand for allotments and individuals not wanting or struggling to maintain a full allotment. These were currently £20 for a half allotment and £25 for a full allotment and were collected annually in April. After discussion it was agreed that rather than half allotments and full allotments the current half allotment would now be 'an allotment' and there would be one fee of £20 per year. New allotment holders would be offered one allotment. To bring the rent payment date in line with the other fees in the village the rent would be moved to Michaelmas and to compensate for the change in charges and terms and conditions the next rent would be due Michaelmas 2022 therefore giving 6 months free. The Parish Council was due a rent review by CCC at Michaelmas 2022 and fees for allotment holders would be reviewed at the same time. The clerk will write to the Butts Lane allotment holders.

### **12.5 Donation to the Royal British Legion**

The suggested donation for the poppy wreath was £20.00. It was proposed by Cllr Houghton that a donation of £100 should be made. This was seconded by Cllr Rogers. All were in favour.

## **12.6 Payment of Clerk's Annual Expenses**

The annual payment of £500 for the clerk's expenses was made.

## **13. Review of Council Documents**

### **13.1 Standing Orders**

These were unchanged from last year. Acceptance of the standing orders was proposed by Cllr Houghton and seconded by Cllr Tory. All were in favour.

### **13.2 Review of the Financial Regulations**

These were unchanged from last year. Acceptance of the financial regulations was proposed by Cllr Houghton and seconded by Cllr Tory. All were in favour.

### **13.3 Code of Conduct**

This was unchanged from last year. Acceptance of the code of conduct was proposed by Cllr Houghton and seconded by Cllr Tory. All were in favour.

### **13.4 Review of the Risk Register**

This had been updated to reflect the work completed on the Mortuary Chapel. A COVID 19 risk around holding village events had been added.

The risk around councillors being better informed for decision making was increased to amber due to the lack of training support from CAPALC on the code of conduct.

### **13.5 Review of the Village Action Plan Including the Climate Strategy**

Provision of additional parking had been added.

The following would be added:

- Upware Open Space
- Communication with parishioners

This would be brought back to the next meeting.

## **14. Items for Information**

The bench on the Maids Head Green had been renovated and a plaque added in memory of Terry Clements. The Parish Council thanked Rosemary Clements for organising and paying for the renovation.

David Wall had offered to renovate some of the village benches. The Parish Council have accepted the kind offer.

The Environmental Agency had started the environmental work on the picnic area at Upware and had planted some wildflowers.

An email had been received from Martin Lester from Wicken Fen regarding work being undertaken by the National Trust on the ash tree on their property in Lode Lane.

New Life on the Old West had discovered that the pond on the recreation ground was home to two rare beetles and reprofiling the pond may mean that the species may not recolonise the pond. The council accepted the proposal to cut back some of the overhanging bushes near the pond but to avoid removing the aquatic vegetation or sediment.