

**WICKEN PARISH COUNCIL
MINUTES OF THE MONTHLY MEETING HELD
AT 19.30 HRS ON TUESDAY 8 MARCH 2022
WICKEN MISSION HALL**

In Attendance (a minimum of 3 Councillors must be present for business to be conducted): Cllrs E Houghton (Chair), J Day, S Wilson, L Tory, P Rash, M Smith.

1. Welcome and apologies for absence

Apologies were received and accepted from Cllr Rogers (personal) Cllr Hawes (work).

2. To Receive Declarations of Interest

- a) Councillors to declare any personal interest in any items on the agenda
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation
- c) Councillors to declare any pecuniary interest in any items on the agenda

There were no declarations of interest.

3. Public Participation.

The meeting will be adjourned for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

There were no requests to speak.

4. Minutes of the Last Meeting Held on 8 February 2022

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

5. Progress Report on Matters Arising from the Minutes 8 February 2022

5.1 Cycle path – Further work would take place when the area was dry.

5.2 Resurfacing of the paths and cleaning of the culvert at the Hawes Lane junction – This was ongoing.

5.3 Hedge cutting – The cemetery and recreation ground hedges had both been cut.

5.4 Local Council Award Scheme – The forms had now been submitted to the panel. The results would be announced in April

5.5 Assets of Community Value – This was ongoing.

5.6 Hawes Lane – The planning application for widening Hawes Lane was still pending consideration by ECDC. The decision date was listed on the ECDC Planning Portal as 3 January 2022. The Clerk would chase ECDC for an update.

5.7 A1123 repairs – This was ongoing

Draft minutes not yet accepted

5.8 Jubilee Celebrations – The working group of Jilly Rogers – Hall Committee, Jean Turner – Hall Committee (Cllr Rogers to discuss) Sue Wilson – Swallowtails, Liz Houghton – Parish Council, Rachel Earl – Parish Clerk were due to meet on 22 March 2022.

5.9 Parish Council Emails – The clerk was working with Matt Cannon to set these up.

5.10 LHI Bid – The Clerk and Chair had attended the LHI Bid panel meeting and put forward the case for double yellow lines along the section of the High Street.

6. Planning Matters

6.1 Construction of a detached dwelling, new vehicular access point and pedestrian footpath. Land South East of 9 Stretham Road, Wicken. Ref 22/00137/FUL

The Parish Council refused the application due to it being outside the development envelope.

6.2 Proposed residential development of 6 dwellings (Phased). Land adjacent to 14 Church Road, Wicken. Ref 22/00183/FUL

The Parish Council approved the application but had concerns regarding the hedge on the boundary with 14 Church Road.

6.3 Update on Planning Applications Approved/Refused by ECDC

The following applications had been approved by ECDC:

- Change of use of agricultural building to a single residential dwelling. Barn adjacent to Thorn Hall, Lower Road, Wicken

7. County and District Councillor Reports

There were no County or District Councillors in attendance.

8. Casual Vacancy

The Council had received 3 applications for the vacancy. These were from Rachel Barnes, William Pepper and Sue Woodroffe. The Council followed the voting rules for co-option with William Pepper receiving the majority of votes. The Parish Council thanked Rachel Barnes and Sue Woodroffe for their applications.

9. Upware Open Space

The logs protecting the boundary had been moved by Peter Haine. Cllrs Smith and Day would look to see what work was needed for the ditch and culvert.

10. Private Access from Neighbouring Properties on to Council Open Spaces Including Greens

Draft minutes not yet accepted

Over the past few years a number of gates had been installed on boundaries creating a private access on to the parish open spaces and greens. To ensure these did not become rights of way the council would write to the residents concerned giving permission for the temporary access.

11. Mission Hall Car Park

The Clerk had obtained a further quote for the resurfacing of the car park and was awaiting the third quote. The Mission Hall Trustees had asked for all three quotes before committing to a contribution.

12. Financial Matters

12.1 Bill payments

Rachel Earl	Clerk wages March 2022*	524.19
HMRC PAYE	PAYE March 2022*	131.00
British Gas	Electricity for the Pavilion	20.87
SSE	Electricity for streetlights for February 2022	102.19
Wave	Water bill 3/12/21-2/3/22 Recreation Ground	28.81
Wave	Water bill 3/12/21-2/3/22 Cemetery	10.86
Wave	Water bill 3/12/21-2/3/22 Butts Lane allotments	27.32
Geosphere Ltd	Subscription to Parish Online	40.50
RH Landscapes Ltd	Hedge cutting	1080.00
Balfour Beatty	Quarterly maintenance charge	£138.00
CAPALC	Annual subscription	£354.18

*See item 12.4. Includes new hourly rate and backdated payment

In preparation for the year end accounts to Clerk had gone through the accounts and noted that the following amendments need to be made.

British Gas Trading	Payment May 2021	£6.63	Not included on minutes
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12.2 Monthly Finance update

The monthly finance report showed the Parish Council was in a stable position.

12.3 Bank Reconciliation to 28 February 2022

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

12.4 Parish Clerk Review of Salary

The National Joint Council for Local Governments Services had agreed new rates of pay applicable from 1 April 2021. Implementation of the pay award backdated to 1 April 2021 was proposed by Cllr Houghton and seconded by Cllr Wilson. All were in favour.

Draft minutes not yet accepted

12.5 Purchase of Litter Picking Equipment

The Village Clean Up was due to take place on 20 March 2022 but the Clerk was having difficulty obtaining confirmation from ECDC that their equipment could be borrowed. The clerk had contacted the Ely Litter Picking group who had agreed to loan equipment for the day but had also advised on how to set up a village group and given the clerk details of equipment to purchase. The equipment was in the region of £25 per set. It was agreed that this would be beneficial to the village. Cllr Rash proposed that 10 sets of litter picking equipment was purchased. This was seconded by Cllr Wilson. All were in favour. The clerk would use the parish council debit card to purchase the equipment online. [Clerks note – 10 sets were purchased at the cost of £267.61 from CIL money]

13. Policies to be Agreed

13.1 Complaints Policy

Approval of the policy was proposed by Cllr Houghton and seconded by Cllr Wilson. All were in favour.

13.2 Data Protection Policy

Approval of the policy was proposed by Cllr Houghton and seconded by Cllr Wilson. All were in favour.

13.3 Grievance Policy

Approval of the policy was proposed by Cllr Houghton and seconded by Cllr Wilson. All were in favour.

13.4 Health and Safety Policy

Approval of the policy was proposed by Cllr Houghton and seconded by Cllr Wilson. All were in favour.

13.5 Recruitment Policy and Procedure

Approval of the policy was proposed by Cllr Houghton and seconded by Cllr Wilson. All were in favour.

13.6 Safeguarding Policy

Approval of the policy was proposed by Cllr Houghton and seconded by Cllr Wilson. All were in favour.

14. Items for Information

The clerk had received a request from the Fete Committee for the use of the village green and marquees for the fete. This was approved.

The Clerk had received an email regarding the parking outside 29 High Street Wicken. The number of cars parking along that stretch of road was causing issues for the resident who on occasion was unable to gain access to their property. The application for an 'access protection marking' had to be submitted by the resident but the Parish Council would lend the resident some "no parking cones".

There had been a request by a resident for the potholes to be filled in on the Maids Head Green road. Cllr Day would put some road plannings in the holes.

Cllr Day advised that there was a large pothole at the access of the Afterway allotments on Lower Road. The clerk would report to Highways.

There was no further business and the meeting closed at 20.36

Draft minutes not yet accepted