

**WICKEN PARISH COUNCIL  
MINUTES OF THE MONTHLY MEETING HELD  
AT 19.30 HRS ON TUESDAY 11 JANUARY 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, J Rogers. S Wilson, L Tory, P Rash, M Hawes. Two parishioners were present.

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

Apologies were received and accepted from 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.**

The two parishioners from Upware informed the Parish Council that the CCTV they were considering installing would possibly cover an area of the Upware Open Space and requested permission for this. This would be included on the February agenda for full discussion and decision.

The 2 parishioners left the meeting at 7.35pm

**3. Minutes of the Last Meeting Held on 14 December 2021**

There was one correction for the minutes with regards to the precept for 2022/23. The revised amount quoted was £31,500 but this should read £30,500. With this correction 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 14 December 2021**

**4.1** Debit card – The debit card had been received.

**4.2** Cycle path – Work would recommence in Spring 2022. Cllr Rash would contact Cllr Woricker from Soham Town Council for an update on the proposed cycle track from Soham to Wicken.

**4.3** Code of Conduct Training – Face to face training would take place on Tuesday 25 January 2022.

**4.4** Water Heater switches in the pavilion – These are ongoing

**4.5** Resurfacing of the paths and Highways Meeting – The majority of the issues on the Highways list had now been completed. The Council discussed the ditch at the bottom of Hawes Lane and the culvert which Highways were looking into clearing. The clerk would chase this.

**4.6** New Life in the Old West Project – A working party would be completing some work in the village for the NLOW project on 18 January 2022.

**4.7** Replacement Streetlight – The four streetlights had been upgraded by Balfour Beatty.

**4.8** Cemetery Car Park – Cllr Day had repaired the cemetery car park using some of the tarmac planings. Thanks were extended to Councillor Day.

## **5. Planning Matters**

### **5.1 Proposed covered veranda, fence and gates (retrospective). 2 High Steet, Wicken CB7 5XR. Ref 21/01645/FUL**

The Parish Council had no objections.

### **5.2 Construction of two storey side and rear extension, additional internal alterations. 46A North Street, Wicken CB7 5XW. Ref 21/01795/FUL**

The Parish Council had concerns regarding the mass and scale of the extension on a relatively narrow site.

### **5.3 Change of use of agricultural building to a single residential dwelling. Barn Adjacent to Thorn Hall Lower Road Wicken Cambridgeshire. 21/01478/ARN. Ratification of decision made on 15 December 2021**

The Parish Council had no objections.

### **5.4 T1 Sycamore - Pollard to a height of 6 metres, as branches are overhanging neighbouring house and are fouling overhead cables causing problems to the neighbouring property. T2 Conifer - Trim to maintain shape and size Ongoing consent for future trimming of Conifer as required and re-pollarding of Sycamore to be carried out every 4 years to prevent problems. 1 Chapel Lane, Wicken CB7 5XZ. Ref 21/01851/TRE**

The Parish Council had no objections.

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

### **Approval**

- Vary condition 1 of previously approved 16/000/24OUT. Ref 21/01368/VAR. 34 Chapel Lane, Wicken
- Reserved matters for Plot 1 on application 21/00584/OUT. Ref 21/01350/RMA. Site West of 27 The Crescent, Wicken

### **Refused**

- Part demolition of existing garage and outbuilding and construction of replacement outbuilding and garage. Ref 21/01646/FUL. 6 Butts Lane, Wicken
- Construction of 3 dwellings, garages, access and associated works. Plot 1-3. Land adjacent to 14 Church Road Wicken. Ref 21/01092/FUL. Refused at Planning Committee meeting 5 January 2022
- Construction of 3 dwellings, garages, access and associated works. Plot 4-6. Land adjacent to 14 Church Road Wicken Ref 21/01226/FUL. Refused at Planning Committee meeting 5 January 2022.

The chair and vice chair had attended the Committee meeting and represented Wicken Parish Council for the Church Road applications.

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

There were no County or District Councillors in attendance.

## **7. East Cambridgeshire Local Plan – Single Issue Review – Housing Requirement.**

The consultation was running from 14 December 2021 to 7 February 2022. The Parish Council agreed to write to ECDC supporting the strategy and confirming approval of the criteria being used to ensure the Local Plan was maintained.

## **8. Upware Open Space**

The Clerk had contacted John Tarling Fencing advising that the fence could be installed immediately and requested an installation date. The IDB had still not provided a quote and the clerk had received another contact to ask. An application for the orchard trees from ECDC had been submitted.

## **9. Grass Cutting Tender**

The clerk had invited the following companies to tender for the 2022/23 grass cutting contract which was for one year with the option of extending for a further two years:

Broomfield's – No response

ECDC Trading Company – No response

J & P – No response

McGregor Services – responded and declined as out of area

Majestic – quote received

RH Landscapes – quote received

Truelink – responded and declined

Quotes received:

Area	No Cuts	Majestic		RH Landscapes	
		Per cut	Total	Per Cut	Total
Greens/Play Area	14	250	3500	350.00	4900.00
Rec/Play Area	14	150	2100		
Church/Cemetery	14	250	3500		
Verges	6	570	3420	300.00	1800.00
<b>Total</b>			<b>12520</b>		<b>6700</b>

The clerk had received positive references from two parish councils for RH Landscapes.

Cllr Rogers proposed that the tender from RH Landscapes Ltd was accepted. This was seconded by Cllr Hawes. All were in favour.

Majestic had also quoted for cutting the hedge at the cemetery and recreation ground which were £600 plus vat and £450 plus vat. The Parish Council asked the clerk to obtain a quote from RH Landscapes and should this be cheaper gave permission to authorise the work as the deadline for nesting birds was approaching.

## **10. Her Majesty The Queen's Platinum Jubilee**

The Parish Council would facilitate and work with other parish organisations to support a parish celebration possibly in the form of a Jubilee lunch. An application for the core funding for this could be submitted to the Community Fund committee.

## **11. Application for the Foundation Local Council Award Scheme**

Once the Code of Conduct training had taken place on 25 January 2022 the Parish Council would be applying for the foundation level of the Local Council Award Scheme.

## **12. Assets of Community Value**

The Mission Hall and Maids Head Public House had previously been listed on at ECDC as assets of community value but had subsequently dropped off the list. It was agreed that an application should be submitted to ECDC for these to again be designated as assets of community value.

## **13. Mission Hall Car Park**

The Mission Hall car park had a number of potholes which had increased due to the winter weather. The Parish Council instructed the clerk to obtain 3 quotes for the repair of the car park.

## **14. Parish Council Vacancy**

With the resignation of Councillor Bye on 31 December 2021, the Parish Council now had a vacancy. The clerk would advise ECDC requesting them to initiate the process for an election or co-option via a casual vacancy.

## **15. Financial Matters**

### **15.1 Bill payments**

Rachel Earl	Clerk wages January 2022	£432.60
HMRC PAYE	PAYE January 2022	£108.20
British Gas	Electricity for the Pavilion	£13.03
SSE	Electricity for streetlights for December 2021	£122.19
Balfour Beatty	Upgrade of 4 streetlights <i>To be paid from CIL money</i>	£3952.02
Wicken Mission Hall	Hire of Hall for October, November and December	£72.00

### **15.2 Monthly Finance update**

The monthly finance report showed the Parish Council was in a stable position. It was proposed by Cllr Houghton to ringfence a further £1k of CIL money for the cycle path. This was seconded by Cllr Hawes. All were in favour.

### **15.3 Bank Reconciliation to 30 December 2021**

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

## **16. Precept 2022/23**

An increase of the precept of £1500 to £30,500 had been agreed at the December meeting. This had been agreed under the heading of draft precept when it was unsure whether the Parish Council would be able to meet in January 2022 due to the COVID situation.

## **17. Items for Information**

The Parish Council had received an anonymous telephone call regarding a suggested safeguarding issue against an individual at one of the local charities in the village. Although anonymous, the Parish Council was obliged to act upon the information and reported it to the police. It would appear that the reports were malicious. The Parish Council ask that if any other parishioners receive similar communication (phone calls or letters) that they are concerned about, they speak to Cllr Houghton who will inform them of the crime reference number for reporting.

Cllr Rash reported concerns regarding the parking and condition of Hawes Lane. The clerk would report the potholes and check the status of the planning application regarding the widening of the road due to Swallowtail Close.

Cllr Day reported his concerns about the condition of the A1123 between Wicken and the Upware turning. The clerk would report this to Highways.

There was no further business and the meeting closed at 20.56