

**WICKEN PARISH COUNCIL
MINUTES OF THE MONTHLY MEETING HELD
AT 19.30 HRS ON TUESDAY 8 FEBRUARY 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. Two parishioners were present.

1. Welcome and apologies for absence

Apologies were received and accepted from Cllr Smith (work) Cllr Hawes (work) and District Councillor Bovingdon.

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 11 January 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 11 January 2022

5.1 Debit card – The debit card had been received.

5.2 Cycle path – Cllr Houghton has discussed the cycle path with Cllr Warner from STC who had stated that £250k funding had been awarded by the Combined Authority for an end-to-end project. A government inspector would be visiting the site but there was some concern that the cycle path went over private land. Wicken Parish Council had previously obtained permission from the farmer concerned and would provide a copy ahead of the inspection. Cllr Rash had discussed disabled access at the cockup bridge which went over the Burwell Lode with Cllr Schumann but there was no funding available.

5.3 Water Heater switches in the pavilion – These had now been installed.

5.4 Planning application for land adjacent to 14 Church Road – The Chair and Vice Chair had met with Colin Murfitt and Andrew Fleet regarding future planning for this site. A number of proposals had been suggested and discussed with the Chair advising on the need for smaller affordable houses. The Parish Council would decide on any application which was submitted in the future

5.5 Resurfacing of the paths and Highways Meeting – The clerk had chased Highways with regards to the state of the footpaths and culvert at the end of Hawes Lane. Highways had not responded however a Highways member of staff had been in the village marking out paths.

5.6 New Life in the Old West Project – The new pond at the bottom of the Recreation Ground had been installed.

5.7 Hedge cutting – The clerk had received a quote from RH landscapes for the cutting of the hedges which was £550 plus vat for the cemetery hedge and £350 and plus vat for the Recreation Ground hedge. As this was cheaper than the quote from Majestic the Clerk had authorised the works. The Recreation Ground hedge had been cut on 7 February 2022; the cemetery hedge had been delayed due to RH Landscape workers having COVID.

5.8 Local Council Award Scheme – The Clerk confirmed that all documentation was now in place for the Foundation Stage Level of the Local Council Award. Forms had been submitted for triage ahead of the application being submitted on 4 March 2022.

5.9 Assets of Community Value – This was ongoing.

5.10 Casual Vacancy – The Casual Vacancy had been advertised and the closing date for the applications was 11 February 2022.

5.11 Hawes Lane – The clerk had reported the potholes which had now been repaired. The planning application for widening Hawes Lane was still pending consideration by ECDC.

5.12 A1123 repairs – The clerk had reported the need for repairs to Highways

5.13 Jubilee Celebrations – The Hall Committee had agreed to support the Parish Council with arranging a Jubilee celebration. It was agreed that a working group should be formed made up of the following:

Jilly Rogers – Hall Committee, Jean Turner – Hall Committee (Cllr Rogers to discuss) Sue Wilson – Swallowtails, Liz Houghton – Parish Council, Rachel Earl – Parish Clerk

6. Planning Matters

6.1 Update on Planning Applications Approved/Refused by ECDC

The following applications had been approved by ECDC:

- Proposed covered veranda, fence and gates (retrospective) 2 High ST, Wicken Ref 21/01645/FUL
- Various tree works, 1 Chapel Lane, Wicken. Ref 21/01851/TRE

7. County and District Councillor Reports

There were no County or District Councillors in attendance.

8. Private CCTV Covering Public Spaces

The Parish Council agreed that where possible private CCTV should not cover parish open spaces. This decision was proposed by Cllr Roger and seconded by Cllr Day. All were in favour.

9. Upware Open Space

The Clerk had contacted John Tarling Fencing and they would install the fence in March. The clerk had contacted a recommended digger driver for the ditch, but he was unavailable due to work load. The clerk would continue trying to find a digger driver to do this work. The application for orchard trees from ECDC had been successful and these had been collected by Cllr Tory and planted by members of the URA. Some residents of Upware would privately purchase further trees and plant them. The logs protecting the boundary could be moved by Peter Haine but only up until 25 February 2022. It was agreed that these should be removed ahead of installing the fence.

10. Code of Conduct Training

The Code of Conduct training had taken place on 25 January 2022. A feedback form would be completed.

11. Use of Parish Council Emails

It was agreed the Parish Council would move to using @wickenparishcouncil email addresses. The clerk would contact Matt Cannon who had offered his assistance with setting this up.

12. Date of the Village Clean Up

The Village Clean Up would be held on Sunday 20 March 2022. The clerk would contact ECDC to borrow the equipment.

13. Mission Hall Car Park

The repair of the potholes became an urgent issue following the last Parish Council meeting. The clerk had obtained 2 quotes to repair the potholes. These being £1100 from R Cronin and £300 from James House and Garden. The Parish Council had agreed via email to instruct James House and Garden to repair the holes immediately. This had been completed but the price had increased to £400 due to the amount of materials needed. The clerk had used delegated powers to agree the increase whilst the repair was taking place.

The clerk was in the process of obtaining quotes for the resurfacing of the car park, as this was seen as maintenance the Parish Council could not be able to use CIL money but could use the COVID grant money. It was agreed the clerk should write to the Trustees of the Mission Hall to ask for a contribution.

14. LHI Bid 2022/23

The LHI bid for double yellow lines had successfully moved to the next round and the Clerk and Chair would attend the panel hearing on 21 February 2022. The minimum contribution cost had risen to £320 due to the suggestion by the Highways Officer for the need to have double yellow lines both sides of the road. This money can be paid with CIL money. The 10% payment was proposed by Cllr Day and seconded by Cllr Rogers. All were in favour. Cllr Rash abstained.

15. Financial Matters

15.1 Bill payments

Rachel Earl	Clerk wages February 2022	£432.80
HMRC PAYE	PAYE February 2022	£108.00
British Gas	Electricity for the Pavilion	£22.47
SSE	Electricity for streetlights for January 2022	£102.19
A&M Windows	Bus shelter cleaning	£50.00
James Home and Garden	Repair of potholes	£400.00
SLCC	Practitioners Conference (training for Clerk)	£90.00
SLCC	Annual Membership	£134.00

RH Landscapes had completed the cutting of the Recreation Ground hedge and the clerk was keen to ensure their first invoice was paid in a timely fashion. Should the invoice be presented this would be paid between meetings and ratified at the next meeting.

15.2 Monthly Finance update

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

15.3 Bank Reconciliation to 30 January 2022

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

16. Items for Information

The clerk had received a request for funding from Fen Tiggers due to low attendance. The clerk would suggest the community fund and other ideas.

The Chair had been advised by Roy Hacking of Cross Green that he would be paying to have the Cross Green track repaired.

Cllr Rogers advised that David Wall would be starting to repair the parish benches in the near future.

Cllr Rogers asked that the Age UK information was advertised in the village. The clerk would arrange this.

There was concern around vehicles parking on the Maids Head Green. This would be monitored.

There was no further business and the meeting closed at 20.48