

**WICKEN PARISH COUNCIL  
MINUTES OF THE MONTHLY MEETING HELD  
AT 19.30 HRS ON TUESDAY 13 OCTOBER 2020  
WICKEN MISSION HALL**

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

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

Apologies were received and accepted from District Councillor Bovingdon and County Councillor Hunt

There were no declarations of interest with any item on the agenda.

**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.**

There were no requests to speak.

**3. Minutes of the Last Meeting Held on 8 September 2020**

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

**4. Signing of Previous Minutes**

**4.1 Minutes Agreed at the Virtual Monthly Meetings.**

Minutes of previous meetings had been agreed but had not been signed due to virtual meetings. The following minutes were signed in the presence of the Council:

- March 2020
- April 2020
- May 2020
- June 2020
- July 2020
- August 2020

**4.2 Minutes of the Annual meeting Held in June 2020**

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

**5. Planning matters**

**5.1 To Remove Condition 12 (General Permitted Development) of previously approved 18/00861/FUL for Proposed 4 bed detached dwelling and garage.**

The Parish Council feels that this is a principle of planning and defer to ECDC to make the decision.

**5.2 Proposed dwelling with detached double garage. Plot 1 Land South of 3 Old School Lane, Upware. Ref 20/01165/FUL**

The Parish Council objects to the application for the following reasons:

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- Over development of the site due to scale and mass. The other 6-bedroom house on the development is over two plots.
- Large number of windows which overlook the house opposite.
- No drawings available for the garage and therefore the use is unclear.

Should approval be granted, the Parish Council would like the ridge height to be in line, level or subservient to the existing dwellings.

### **5.3 To add a first floor with a pitched roof on an existing roof extension. 1 Lower Road, Wicken, Ely, Cambs. Ref 20/00876/FUL. Appeal**

The Parish Council has no objections to this.

### **5.4 Update on Planning Applications Granted**

The following have been granted by ECDC:

- Siting of an art installation (in the form of a hayrick-style pavilion space) for a temporary period until October 2021. National Trust Wicken Fen. Ref 20/01060/FUL
- T1 Bay tree -remove main trunk, leave small trunk. T2, T2, T4 Silver birch reduce crowns by 30%. Pear Tree Cottage. 66 High Street Wicken. Ref 20/00828/TRE
- T1 Plum tree – remove due to decay and cracking neighbouring wall. The Chestnuts 61 High Street, Wicken. Ref 20///847/TRE
- T1 Walnut – reduce to previous points (approx. 2-3m all round). Breakaway 48 High Street, Wicken. Ref 20/01090/TRE

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

District Councillors Ian Bovingdon and Dan Schumann submitted a written report covering the following:

- COVID-19 recovery plan
- COVID-19 business survey
- ECDC climate change commitments
- ECDC Doubling Nature Conference
- Sky lanterns and helium balloons
- ECDC five year land supply
- White Paper Planning Reform
- MoD Housing Site Ely Phase 2
- First £100k homes at Fordham
- Commuter car parks
- Equalities Policy consultation
- A10/A142 BP Roundabout ahead of schedule and set to be finished in 4 weeks
- GP provision in Ely/Soham and Princess of Wales Hospital

## **7. Progress report on matters arising from the last meeting 8 September 2020**

**7.1** Cycle path – The hedge had still not been cut back and CCC had not confirmed when this would take place. The Parish Council were keen to get started on the cycle path before winter and agreed to use some of the CIL money allocated to the cycle path to cut the hedge back so the work could start.

**7.2** Maids Head sign – the hole had not yet been made good. The clerk would continue to chase.

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**7.3** EA car park in Upware – This was ongoing. EA had confirmed work would take place but had not confirmed a date.

**7.4** Speeding in the village – The post had been purchased and Cllr Smith would erect it this week. [clerk's note – this was completed on the 16<sup>th</sup> October]

**7.5** Pond Green Play Area – The swing seat had been replaced and Calloo were carrying out the maintenance.

**7.6** Village Marquees – the Maids Head had requested long term hire of the 20x15 marquee. It was agreed via email that this would be £20 per week without erection fee. Both marquees had now been returned to the Parish Council and the Maids Heads had paid the total of £450 for the use.

**7.7** Upware Road hedge - The hedge had been cut back.

**7.8** A14 open resulting in less traffic – All parishioners had received a letter stating that traffic would be diverted through the village for 2 nights when maintenance took place on the A14. Cllr Houghton had complained to Highways and County Councillor Hunt. As a result, the route had been changed to divert along the A10 and A142.

**7.9** Mortuary Chapel and Cemetery Paths – Cllr Rogers advised that work had commenced on the footpaths. [Clerk's note – this had now been completed]

**7.10** Consultation on Reform of the Planning System – Cllrs Houghton, Rogers, Bye and Tory and the clerk had met and completed the survey. This had been submitted to NALC.

**7.11** Rural Gigabit Voucher Scheme – The clerk had discussed this with Sarah Marsh from CCC and updated the council. The council requested that Sarah Marsh be invited to the next meeting to discuss the scheme. This would be advertised on Facebook for parishioners to attend.

**7.12** Tree Survey – This had been completed on the 6<sup>th</sup> October 2020. David Werner joined the specialist. The report would be presented to the Council.

**7.13** Afterways Allotment – The clerk had written and thanked the allotment holder for her hard work clearing the allotment of rubbish. The allotment holder had declined the offer of the two year rent free allotments.

**7.14** Willow Trees and Hedge along Hawes Lane - Highways had agreed to cut these back in the next 12 weeks.

**7.15** Dog bin at Kingfisher – the clerk had contacted ECDC who would put this on the maintenance list.

## **8. Financial matters.**

### 8.1 Bill payments

SSE	Street light electric for September 2020	£105.24
CCC	Half year rent for allotment land	£975.00
Roland Fletcher	Late season footpath maintenance	574.80
Wave	Water supply Butts Lane allotments	29.88
Wave	Water supply cemetery	10.30
Rachel Earl	Road Sign Direct. Pole for speed watch sign	133.20
Rachel Earl	Clerk wages	338.76
HMRC PAYE	PAYE	84.60

### 8.2 Monthly Finance Update

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

### 8.3 Electric Supply for Street Lights

The clerk had not received the quotes from Utility Aid prior to the notice period on the contract with SSE and had therefore gone back to SSE and negotiated a lower renewal price for a fixed 2 year contract.

MPAN number	Current rate to 31/10/20	Original renewal quote	Revised renewal quote
150001858753 Monthly charge	2.72	3.05	3.050
150001858753 FltS Recovery	0.6p/kwh	0.679p/kwh	0.679p/kwh
150001858753 All units	14.352p/kwh	16.541p/kwh	16.2669/kwh
1050001858771 Monthly charge	2.72	3.05	3.05
1050001858771 FltS Recovery	0.6p/kwh	0.679p/kwh	0.679p/kwh
1050001858771 All units	15.062p/kwh	15.638p/kwh	15.365p/kwh
1050001858762 Monthly charge	1.88	2.21	2.21
1050001858762 FltS Recovery	0.6p/kwh	0.679p/kwh	0.679p/kwh
1050001858762 All units	13.094p/kwh	14.667p/kwh	14.397p/kwh

### 8.4 Purchase of Rubbish Bin for the Recreation Ground from CIL Money

The rubbish bin the teenage zone of the rec was open top allowing the rain to get into the rubbish. The council agreed to purchase a steel litter bin with a capacity of 120 litres with a door bar hinge system.

### 8.5 Invoices for allotments, green licences, and garden land

The clerk advised that the National Trust had unpaid invoices for the allotments from 2019/20 and for the mirror at the top of Lode Lane totalling £374.50

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## **9. Local Council Award Scheme**

The Parish Council discussed applying for the Local Council Award Scheme. It was proposed by Councillor Tory that the Council apply for the Foundation and Quality award. This was seconded Cllr Rogers. All were in favour.

## **10. Upware Open Space Approval of Action Plan and Budget**

The land had been ploughed by Cllr Day who would complete further work when it was dry. Cllrs Houghton and Tory and the clerk had meet with Sharon Green from the URA to discuss the Open Space and an action plan had been circulated which was agreed by the Parish Council. A budget of £3000 from the CIL money was proposed by Cllr Wilson and seconded by Cllr Tory. All were in favour.

The Parish Council discussed the need to protect the space for future generations by registering it with Fields in Trust. This was proposed by Cllr Wilson and seconded by Cllr Tory. All were in favour.

## **11. EDDC Small Business Grant – Ideas for Projects**

Although the grant had been received without conditions it was felt that the money should be spent on projects rather than day to day spending. An amount of £350 had already been spent on the tree survey. The clerk had obtained a quote to clean all four village marquees which totalled £679 + vat. Cleaning of the marquees was proposed by Cllr Wilson and seconded by Cllr Rogers. All were in favour. The following projects were noted:

- Repair of the Mission Hall car park possibly jointly with the Hall Committee
- Racking for the storage of the marquees
- Training over the next two years (required for the Local Council Award Scheme)

## **12. Grass Cutting Tender**

The three-year grass cutting contract with Truelink Ltd was coming to an end and the clerk would be going out for tender. The Parish Council agreed that quotes should be obtained from:

- Truelink Ltd
- East Cambs Trading Company
- CGM

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

### **13.1 Financial Regulations.**

The Financial Regulations were approved

### **13.2 Code of Conduct**

NALC were consulting on a new Code of Conduct which had not yet been published. This would be on the agenda for November 2020

### **13.3 Standing Orders**

This would be on the agenda for November 2020

Draft minutes not yet accepted

#### **13.4 Risk Register**

It was agreed that the overall risk rating for risks 19, 20 and 21 should be reduced to low due to the unqualified audit for 2019/20.

#### **13.5 Fixed Assets Register**

- The clerk would obtain a like for like replacement value for the marquees
- The Mortuary Chapel would be revalued after the renovation.

#### **13.6 Climate Strategy Review**

##### **Number 4 20mph speed limit on the lanes.**

The LHI bid for 20mph along lower Road had been rejected. However, 20mph limit on the village lanes would remain on the action plan as this was still an aim.

##### **Number 10 Encouraging Recycling and Upcycling wherever possible.**

Cllr Bye had set up a Teracycle scheme in Wicken

##### **Number 12 Leave small amounts of uncut grass on the village greens**

This had been met as it had been agreed to leave some green uncut outside 44 High Street.

##### **Numbers 12,13,14 Environment**

With the approval of funds from the National Lottery for the New Life in the Old West, these actions would soon be completed.

##### **Number 20 Replace old style lightbulbs/fluorescent strips and streetlights with low energy LED lighting.**

One light had been replaced in Drury Lane. A further two would be replaced in 2020/21.

##### **Number 21 Limit street lighting to combat light pollution.**

A street light along Stretham Road had been decommissioned.

#### **14. Items for Information**

##### ***Boundary of 35 High Street Wicken***

The clerk had received a letter of concern regarding the boundary of the development at 35 High Street. The clerk had written to the developers requesting the original boundary be reinstated at the end of the build. Photos of the original boundary had been obtained for comparison. [Clerk's note: The clerk had discussed with the Planning Enforcement Team at ECDC who would assist if required]

##### ***Permission to put up scaffolding on Pond Green.***

The Clerk and Chair had been approached by the owners of 44 High Street to erect scaffolding on Pond Green for around 3 weeks whilst work was being completed on their garage roof. Permission was granted and a risk assessment had been received from the builders.

##### ***Remembrance Sunday***

The service would go ahead at the war memorial following social distancing rules. There would be two cornet players from Wicken Coronation Band for the Last Post. Nigel Houghton would cut the grass around the memorial again this year.

##### ***Wooden Posts***

Two of the wooden posts near the war memorial had been knocked over. Cllr Day will repair.

Draft minutes not yet accepted

***School Bus***

The Chair and Clerk had been approached by a St Andrews School parent regarding the school bus being late every day since the start of school term. The Clerk and Chair had tried to sort this locally without success and had therefore asked Councillor Hunt for his assistance. This had been escalated in CCC and the bus arrangements had now been amended.

Cllr Rash – the reflector posts along Lower Road had been completely bent over. These could be removed.

Cllr Day – Fly tipping had increased. This should be reported on the ECDC website.

There was no further items of information and the meeting closed at 21.14.