



ICKLETON PARISH COUNCIL  
<https://www.ickletonparishcouncil.org.uk>

**Chair:** Steve Heaney

**Clerk:** Barbara Benn

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2 London Road

Great Chesterford

Essex. CB10 1NY

### **To members of the Parish Council**

You are hereby summoned to attend the meeting of Ickleton Parish Council  
On Wednesday 21st May 2025, at 7.30pm, in the Gordon Woolhouse Meeting Room, Ickleton Village Hall, Frogge  
Street, Ickleton. CB10 1SH

The Press and Public are invited to attend.

### **Open**

- 001/25-26** To elect the Parish Council Chair and receive the Declaration of Acceptance of Office  
**002/25-26** To elect the Parish Council Vice Chair and receive the Declaration of Acceptance of Office  
**003/25-26** Open Forum for Public Participation – 15 minutes will be made available for members of the public to address the council.

### **Formalities**

- 004/25-26** Apologies for absence.  
**005/25-26** Councillors' Declarations of Interest.  
**006/25-26** Councillors to confirm or update their Register of Interests.  
**007/25-26** To approve the Minutes of the meeting held on 16<sup>th</sup> April 2025.

### **Agenda**

- 008/25-26** Reports from South Cambs District (SCDCllrs) and Cambridge County Councillors (CCClrs).

### **Council**

- 009/25-26** Policy and procedures  
i. To review and adopt updated Model Standing Orders.  
ii. To review and adopt updated Privacy Policy.  
iii. To review and adopt updated Financial Regulations.  
iv. To review banking arrangements in respect of security and efficiency.  
v. Review of the Council's and/or staff subscriptions to other bodies.  
vi. Review and adopt draft Complaints Procedure.  
vii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.  
viii. Review and adopt draft policy for dealing with the Press.  
ix. Review and adopt draft policy on use of Social Media.  
x. Review of the Council's employment policies and procedures.  
xi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.  
xii. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- 010/25-26** Projects and initiatives

- i. Cemetery extension update.

- 011/25-26** Tax and finance

- i. To note receipts from:  
SCDC, Precept 25-26, payment 1 of 2, £25,000  
Salvation Army, £1.69  
Icene £156.00  
ii. To approve payment of May 2025 accounts:  
T Pavelin. Invoice 43 £100.00  
Clerk's salary (confidential)  
E&E Plumridge, TBC  
Ickleton Village Hall, TBC

D Pallett, 23042025, grass cutting and maintenance Jan 25-Mar 25, £500

Rialtas, Year end 24-25, invoice 32781, £692.40

C Frankau, invoice 35, grass cutting & maintenance Dec 24-Mar 25, £2727.60.

Bank charge £6.00 DD to be taken 31<sup>st</sup> May 2025

iii. Bank reconciliation. Current account £55,532.89, Instant access account £14,911.02. Total £70,443.91.

iv. Equals cash card reconciliation. Balance £635.60

i. Review and approve annual contract for emptying the recreation ground bins 2025-2026.

ii. Review, accept and make payment for insurance quotation for the period from 1st June 2025 to 31st May 2026. £1,846.64.

iii. Review electricity supply quotations and agree supplier.

iv. To review and approve the explanation of variances for the Annual Return.

v. To receive and note the Internal audit report.

vi. To consider, approve and sign the Annual Governance Statement.

vii. To consider, approve and sign the Annual Accounting Statement.

viii. To confirm the dates of Exercise of Electors Rights.

**012/25-26** Membership and elections

i. Update on vacancy in the role of Councillor.

ii. Discussion of the current co-option policy of four weeks' notice for vacancies.

**013/25-26** Safety and risk management

i. Confirmation of arrangements for insurance cover in respect of all insurable risks.

**Community**

**014/25-26** Health and Safety

i. Defibrillator check (Cllr Pavelin).

**015/25-26** Churchyard and cemetery

i. Update concerning funding request for brickwork repair to gravestone in the churchyard.

ii. Consider applications for memorial headstones received and approve designs.

iii. Update concerning works to cherry trees at St Mary Magdalene Church.

**016/25-26** Groups and Societies

i. Consideration of report received from Ickleton Village Hall Committee concerning issues with car parking and consideration of a contribution by the Parish Council toward the total cost of a full repair to the car park (est. £300).

**Environment**

**017/25-26** District development

i. Wellcome Genome Campus expansion update including safety of A1301 Hinxton junction

ii. Update on the Norwood aggregate processing site reinstatement.

**018/25-26** Land and premises

*Planning information from South Cambridgeshire District Council (SCDC)*

i. To consider any comments to be returned to SCDC relating to planning applications:

**25/01589/HFUL.** Site address: 30 Butchers Hill. Proposal: Conversion of a redundant garage into a garden room with replacement of existing door with a french window and installation of a side door and internal wc. Extension for comment requested until 22<sup>nd</sup> May 2025.

ii. To note SCDC planning decisions:

**25/0291/TTCA** Status: No Objection. Site: 1-3 Frogge Street. Proposal: T1 = Goat Willow - reduce crown by 2 metres T2 = Goat Willow - pollard to 2.5 metres above ground level T3 = Hazel - remove stem growing around the wall and reduce crown by 4 metres T4 = Laburnum - Remove deadwood and reduce height by 3 metres

**25/0290/TTCA** Status: No Objection. Site: St Mary Magdalene Church. Proposal T1 = Cherry Tree - reduce crown by 1 to 1.5 metres to cut back from building and neighbouring trees T2 = Cherry Tree - reduce crown by 1 to 1.5 metres to cut back from building and neighbouring trees.

**25/01031/HFUL** and **25/00923/LBCS** tatus: Application Permitted. Site: Swallow Barn, Butchers Hill. Proposal: Installation of Garage doors to the existing double open cart lodge.

iii. To consider any comments to be returned to SCDC relating to tree works:

**25/0394/TTCA** Site address: 71 Abbey Street. Proposal: T1 = Maple tree, reduce crown by 1.5 metres. T2 = Holly tree, fell to ground level. For information only as comments required by 14<sup>th</sup> May. Sent to Councillors 22<sup>nd</sup> April.

**25/0401/TTCA** Site address: 18 Church Street. Proposal: T1: Holly tree - Crown lift to 2.5 metres from ground level. T2: Holly tree - Crown lift to 2.5 metres from ground level. T3: Box Elder - Reduce

height by 3 metres, reduce remaining crown by 1.5 metres to maintain shape. T4: Cherry tree - Remove deadwood and reduce crown by 1 metre. T5: Crab apple - Fell to ground level. T6: Conifer tree - Fell to ground level. T7: Holly tree - Fell to ground level. For information only as comments required by 16<sup>th</sup> May. Sent to Councillors 24<sup>th</sup> April.

- iv. Consider actions to be taken concerning possible repairs/replacement of zip wire and update on fundraising ideas for play equipment repairs/replacement
- v. Consider and agree next steps in relation to the skate park and funding for these.
- vi. Review and approve contract for bin emptying from June 25 to June 26.

**019/25-26** Street Care and Cleaning

- i. Update concerning ivy and privet hedge impeding pedestrian access.

**020/25-26** Water and sewerage

- i. Update concerning issues with flooding and repairs to sewage network.

**021/25-26** Waste and recycling

- i. Consider cost of installing an additional waste bin on Brookhampton Street and agree if the Council wish to proceed with this.

**Leisure and culture**

**022/25-26** Social Clubs

- i. Update concerning refurbishment and opening of Ickleton Lion Public House.

**Social issues**

**023/25-26** Housing

- i. Update on housing needs survey by ACRE.

**Transport and Streets**

**024/25-26** Roads and Highways

- i. Update concerning the railway bridge at Ickleton/Great Chesterford border.
- ii. Update concerning Grange Road parking.
- iii. Following request from resident, consider if the Parish Council wish to instruct Highways to cease chemical spraying in Ickleton.
- iv. Consideration of 2025/26 LHI Feasibility Report and discussion of feedback to be given if any.

**025/25-26** Road Maintenance

- i. Update on drainage issue on the corner of Brookhampton Street.
- ii. Update concerning the resurfacing of Icknield Close/Back Lane.

**026/25-26** Action list update and Councillor's reports.

**027/25-26** Matters for Further Discussion. This item is subject to the discretion of the Chair and includes matters raised by Councillors with a view to being an item on the next agenda. Please note that no decisions can be lawfully made under this item.

**028/25-26** **Date and time of next Parish Council meeting: Wednesday 18<sup>th</sup> June 2025 at 7.30pm**

Any business and payments to be considered at the Parish Council Meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting

**Close**

*Barbara Benn*  
Date 15<sup>th</sup> May 2025