

## MINUTES OF ICKLETON PARISH COUNCIL MEETING

Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall, Frogge Street, Ickleton. CB10 1SH.

**Wednesday 21<sup>st</sup> May 2025 starting at 7.30pm**

Present: Cllr Simon Cheney, Cllr Lucy Davidson, Cllr S Heaney (Chair), Cllr John Gidley, Cllr Philly Hamilton, Cllr Tim Pavelin, Cllr Terry Sadler and Cllr Peter Wombwell.  
In attendance: Barbara Benn (Clerk) and one member of the public.

### Open

- 001/25-26** To elect the Parish Council Chair and receive the Declaration of Acceptance of Office. Cllr Gidley proposed, Cllr Sadler seconded and it was resolved that Cllr Heaney is elected as Chair. Cllr Heaney signed the Declaration of Acceptance of Office in the presence of the Parish Clerk.
- 002/25-26** To elect the Parish Council Vice Chair and receive the Declaration of Acceptance of Office. Cllr Gidley proposed, Cllr Pavelin seconded and it was resolved that Cllr Cheney is elected as Vice Chair. Cllr Cheney signed the Declaration of Acceptance of Office in the presence of the Parish Clerk.
- 003/25-26** Open Forum for Public Participation – 15 minutes will be made available for members of the public to address the council. No representations were made.

### Formalities

- 004/25-26** Apologies for absence. None
- 005/25-26** Councillors' Declarations of Interest. Cllr Pavelin declared a pecuniary interest in agenda items 011/25-26ii and 011/25-26v.
- 006/25-26** Councillors to confirm or update their Register of Interests. Councillors confirmed their register of interests.
- 007/25-26** To approve the Minutes of the meeting held on 16<sup>th</sup> April 2025. It was resolved that the minutes of the meeting held on 16<sup>th</sup> April 2025 be approved and signed as a true and accurate record.

### Agenda

- 008/25-26** Reports from South Cambs District (SCDCllrs) and Cambridge County Councillors (CCCLlrs).  
See Appendix A

#### **Council**

#### **009/25-26** Policy and procedures

- i. To review and adopt updated Model Standing Orders. It was proposed by Cllr Pavelin that the meeting length be increased to two and half hours. The proposal was seconded by Cllr S Cheney. Councillors voted unanimously, by show of hands, to accept this amendment. It was resolved that the Standing Orders are adopted.
- ii. To review and adopt updated Privacy Policy. It was resolved that this policy would be considered at a later meeting.
- iii. To review and adopt updated Financial Regulations. Cllr Sadler proposed and Cllr Cheney seconded and it was resolved to adopt the updated Financial Regulations.
- iv. To review banking arrangements in respect of security and efficiency. It was resolved that Councillors are satisfied with the current banking arrangements in respect of security and efficiency.
- v. Review of the Council's and/or staff subscriptions to other bodies. The subscriptions were reviewed and agreed.
- vi. Review and adopt draft Complaints Procedure. It was resolved that this policy would be considered at a later meeting.
- vii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation. It was resolved that these policies would be considered at a later meeting.
- viii. Review and adopt draft policy for dealing with the Press. It was resolved that this policy would be considered at a later meeting.
- ix. Review and adopt draft policy on use of Social Media. It was resolved that this policy would be considered at a later meeting.
- x. Review of the Council's employment policies and procedures. It was resolved that these policies would be considered at a later meeting.

- xi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. These were reviewed and agreed.
- xii. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. Meetings will be held on the third Wednesday of each month, at 7.30pm, with the exception of December's meeting which will be the second Wednesday of the month at 7.30pm.

**010/25-26** Projects and initiatives

- i. Cemetery extension update. No significant update on the purchase. Awaiting information from seller's solicitor. Planting of trees and a hedge have been undertaken.

**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  
Received after publication of the agenda  
Burial fees £500  
Icene £72.00
- ii. To approve payment of May 2025 accounts:  
T Pavelin. Invoice 43 £100.00 - Cllr Pavelin abstained from consideration of this item.  
Clerk's salary (confidential)  
E&E Plumridge, INV-4588, Icene printing, £189.00  
Ickleton Village Hall, invoice 24-25/66, hire charge x 2, £50  
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  
It was resolved that the payments listed above be approved and paid.
- iii. Bank reconciliation. Current account £55,532.89, Instant access account £14,911.02. Total £70,443.91. It was resolved that the bank reconciliation for April 2025 is approved and signed.
- iv. Equals cash card reconciliation. Balance £635.60. It was resolved that the Equals card reconciliation for April 2025 is approved and signed.
- v. Review and approve annual contract for emptying the recreation ground bins 2025-2026. Cllr Pavelin abstained from consideration of this item. Councillors reviewed and resolved to approve the contract.
- vi. Review, accept and make payment for insurance quotation for the period from 1st June 2025 to 31st May 2026. £1,846.64. The policy was reviewed and it was resolved to approve the payment.
- vii. Review electricity supply quotations and agree supplier. These were reviewed and it was resolved to remain with the current provider.
- viii. To review and approve the explanation of variances for the Annual Return. These were reviewed and it was resolved they are approved.
- ix. To receive and note the Internal audit report. The Internal Audit was reviewed and it was resolved that the recommendations made will be actioned by the Clerk.
- x. To consider, approve and sign the Annual Governance Statement. The Annual Governance statement was read by the Chair and responses agreed by all Councillors present. It was resolved that the Governance statement is approved by the Parish Council and signed by the Chair and Parish Clerk.
- xi. To consider, approve and sign the Annual Accounting Statement. It was resolved that the Annual Accounting Statement as presented by the Clerk, is approved by the Parish Council and signed by the Chair and Parish Clerk.
- xii. To confirm the dates of Exercise of Electors Rights. The dates were reviewed and confirmed as 4<sup>th</sup> June 2025 to 15<sup>th</sup> July 2025.

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

- i. Update on vacancy in the role of Councillor. One application has been received to date. The position will be advertised in the May edition of Icene and applications considered at the June 2025 meeting.

- ii. Discussion of the current co-option policy of four weeks' notice for vacancies. The policy was discussed at the meeting. This policy will be reviewed in March 2026.
- 013/25-26** Safety and risk
- i. Confirmation of arrangements for insurance cover in respect of all insurable risks. These were reviewed and agreed during consideration of the Insurance quote at item 011/25-26 vi.
- 014/25-26** Community  
Health and Safety
- i. Defibrillator check (Cllr Pavelin). Checked 21<sup>st</sup> May 2025 and in full working order.
- 015/25-26** Churchyard and cemetery
- i. Update concerning funding request for brickwork repair to gravestone in the churchyard. The total cost of the repair work is £300 it was proposed that the Parish Council contribute £50 and seek funding for the balance. Proposed by Cllr Gidley, seconded by Cllr Heaney and it was resolved that the PC will contribute £50 towards repairs.
  - ii. Consider applications for memorial headstones received and approve designs. The proposed designs were approved by the Parish Council.
  - iii. Update concerning works to cherry trees at St Mary Magdalene Church. The work is currently on hold whilst permission from the Diocese is sought.
- 016/25-26** Groups and Societies
- i. Consideration of report received from Ickleton Village Hall Committee concerning issues with car parking. Councillors considered the report and resolved that Cllr Heaney and Cllr Davidson would liaise with the Village Hall Committee on potential solutions to car parking issues.
- 017/25-26** Environment  
District development
- i. Wellcome Genome Campus expansion update including safety of A1301 Hinxton junction. Feedback from CLG meeting that a new entity, Wellcome Genome Campus Limited, has been inserted to manage the Campus on behalf of The Wellcome Trust. Robert Evans is the Chief Executive and introduced himself to the CLG. His background is in real estate and development. He will work in partnership with Urban&Civic. No update on the intended A1301 visit was received.
  - ii. Update on the Norwood aggregate processing site reinstatement. No update received.
- 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. It was resolved to make no comment.
  - 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** Status: Application Permitted. Site: Swallow Barn, Butchers Hill. Proposal: Installation of Garage doors to the existing double open cart lodge.  
The following decision was received after publication of the agenda:  
**25/00874/HFUL** Status: Application permitted. Site: 15 Southfield. Proposal: Part single storey, part two storey rear extension and front porch. Demolish existing rear conservatory and install new window
  - 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. It was resolved that the zip wire should be replaced rather than repaired. This will cost IRO of £10,000. Funding options including an application to a local charity are being explored however additional fundraising will be required. This is a long-term project.
- v. Consider and agree next steps in relation to the skate park and funding for these. After a lengthy discussion concerning whether replacement or repair would be the best course of action it was agreed that a vote be taken. A recorded vote was requested by Cllr Pavelin. Votes in favour of removal were cast by show of hands from Cllrs Cheney, Davidson, Gidley, Hamilton, Heaney, Sadler and Wombwell (seven). Votes in favour of repair were cast by show of hands from Cllr Pavelin (one). It was, with reluctance and much deliberation, resolved to remove the skate park. Removal will be publicised in Icene and will take place in mid-June 2025.
- vi. Review and approve contract for bin emptying from June 25 to June 26. This item was considered and resolved during the finance section of the meeting.

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

- i. Update concerning ivy and privet hedge impeding pedestrian access. The ivy hedge will be cut back after nesting season. The Parish Council will ask contractors if they are able to cut back the overhanging shrubbery.

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

- i. Update concerning issues with flooding and repairs to sewage network. Anglian Water have identified an illegal connection and have notified the owners to remove it. Anglian Water will be undertaking lining works to parts of the sewer in the summer months.

**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. After considering the quotation and cost for this additional waste bin it was resolved not to proceed.

**Leisure and culture**

**022/25-26** Social Clubs

- i. Update concerning refurbishment and opening of Ickleton Lion Public House. It is hoped that the Ickleton Lion will open at the end of June. All being well, the official opening will take place on the 29<sup>th</sup> June 2025.

**Social issues**

**023/25-26** Housing

- i. Update on housing needs survey by ACRE. ACRE are seeking sponsors. This can take a number of weeks.

**Transport and Streets**

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

- i. Update concerning the railway bridge at Ickleton/Great Chesterford border. No update received although it was noted that some trees have been removed. Highways have yet to replace the broken signs.
- ii. Update concerning Grange Road parking. No update received.
- iii. Following request from resident, consider if the Parish Council wish to instruct Highways to cease chemical spraying in Ickleton. The Parish Council resolved to continue with weed spraying to the road for the time being.
- iv. Consideration of 2025/26 LHI Feasibility Report and discussion of feedback to be given if any. The report was circulated to Councillors before the meeting. It was resolved that Cllr Sadler will provide any feedback required and attend meetings on behalf of the Parish Council.

**025/25-26** Road Maintenance

- i. Update on drainage issue on the corner of Brookhampton Street. No update received.
  - ii. Update concerning the resurfacing of Icknield Close/Back Lane. This has yet to be completed. The Clerk will contact the SCD Councillor to ask for an update.
- 026/25-26** Action list update and Councillors' reports. All matters covered elsewhere on the agenda.
- 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. No matters arising.
- 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

The meeting closed at 10.20 pm.

Signed:

Dated:

## Appendix A

### Parish Council County Report May 2025 South Cambs Council

The seventh round of South Cambridgeshire's Zero Carbon Communities (ZCC) grants launch today (May 5) offering a share of £125,000 to successful applicants. The grant scheme supports projects which help reduce carbon emissions or 'lock up' carbon, as well as projects that foster community engagement on climate change.

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Since its launch in 2019, the scheme has awarded over £625,000 in grants, supporting more than 70 community-led climate action projects.

Previous projects include solar panels for community buildings, a strengthened repair café network to encourage waste reduction and an event kit for a local group helping people adopt climate-friendly gardening practices at home. Grants range from £2,000 to £15,000 per project.

The ZCC grants are open to parish councils and community groups in South Cambridgeshire and provide financial support for schemes that demonstrate a sustainable and lasting impact.

This year projects are invited under two themes:

- Projects that reduce carbon emissions or 'lock up' carbon. We've previously supported village halls and other community buildings to reduce their energy use by installing measures such as heat pumps, LEDs, insulation and solar PV. Projects funded under this theme have allowed organisations to reduce their emissions in other ways, such as replacing vans needed for their work with electric vehicles.
- Projects that achieve wider community engagement on climate change and promote sustainable behaviour change. Projects in previous years have included support for repair cafes, sustainable food projects and training for community climate leaders such as Cambridge Carbon Footprint's [Net Zero Now](#) course. You can read [case studies of past ZCC projects](#) on our website.

The ZCC grant scheme is funded through the Council's renewables reserve (business rates from renewable energy projects) and builds on a long-standing commitment to supporting community-level action on sustainable energy.

• Closing date for applications is 5pm on Tuesday 1 July 2025. Applications can be made using the online form on the [grant webpage](#). Updated grant information and application guidance documents have been made available to help applicants.

- An online application workshop takes place from 5 - 6:30pm on Wednesday 21 May 2025. This will be an opportunity to pose any questions to the grant team and discuss project ideas. To sign up, please email [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk)
- For more information visit the [ZCC webpage](#), or email [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk).

### **NHS Healthy Start Campaign**

South Cambridgeshire has seen the biggest increase in NHS Healthy Start claims in the country, following a targeted campaign by the District Council encouraging eligible parents to sign up for free food and milk support. The three-week campaign is projected to have distributed nearly £60,000 of previously unclaimed funds.

The campaign used the District Council's innovative new Low-Income Family Tracker (LIFT) software to identify families who were likely to be eligible for this support. These families were then sent a letter or text encouraging them to apply if they had not already done so.

The NHS Healthy Start scheme provides vital help for pregnant women as well as parents with children under four, offering free fruit, vegetables, milk and infant formula to those who qualify. It can be worth up to £8.50 a week depending on the age of the child - however many people are unaware of their eligibility. Thanks to the Council's proactive approach, the number of people claiming from the NHS Healthy Start scheme in the district jumped by over 12% between February and March - from 526 to nearly 600 residents. This increase is higher than any other district in the country for this time period and compares to a national increase of just 1.4%. Using average claim figures, this increase is projected to be worth a total of £42,858.40.

The Council also used the campaign as an opportunity to increase uptake of the Household Support Fund, a one-off payment of £110 to eligible families. 137 Household Support Fund applications were completed as part of the campaign, valued at over £15,000. This takes the financial impact of this three-week campaign to £57,928.40.

The Healthy Start scheme is offered by the NHS to parents receiving certain benefits but were estimated to go unclaimed by more than a third (38%) of eligible parents in South Cambridgeshire which is why the District Council campaign was launched.

The Low-Income Family Tracker (LIFT) identified 377 households who were likely to be eligible for the Healthy Start scheme. All these households were contacted by letter and text where possible encouraging them to apply if they had not done so already.

Parents are eligible for the NHS Healthy Start scheme if they have a child under the age of four and are on certain benefits. If eligible, parents will receive a Healthy Start card that can be used in most UK supermarkets, like a debit card. The card will be pre-loaded with £8.50 a week for children aged under one, and £4.25 a week for children aged between one and four years old. The card can be used to buy:

- fresh, frozen, and tinned fruit and vegetables
- fresh, dried, and tinned pulses
- plain liquid cow's milk
- infant formula milk based on cow's milk

The card can also be used to collect:

- Healthy Start vitamins – these support a parent during pregnancy and breastfeeding
- Vitamin drops for babies and young children – these are suitable from birth to 4 years old

A household must be claiming one of the following benefits to qualify:

- Universal Credit with earned income of less than £408 per month from employment
- Child Tax Credit
- Income Support
- Income-related Employment Support Allowance
- Income-based Jobseeker's Allowance (not contributory benefits) and have a household income below a specified amount

The easiest way to apply for the Healthy Start scheme is [online](#). If residents are unable to apply online, they can call the Healthy Start helpline on **0300 330 7010** and a member of staff will help complete an application.

## **Cambs County Council**

### **May 1<sup>st</sup> Elections**

Cambridgeshire County Council's largest political group are the Liberal Democrats following yesterday's elections. The final results, declared at counts across the county (Friday, 2 May), saw the Liberal Democrats win 31 seats. The Conservatives won 10 seats, Reform UK won 10, Labour won 5, the Green Party won 3, and 2 seats were won by independent candidates.

The council will agree key political roles – including the Leader of the Council and all key committee appointments – at its Annual General Meeting of the local authority which will be held on Tuesday, 20 May at New Shire Hall, Alconbury Weald.

The full list of election results is available on our website.

<https://www.cambridgeshire.gov.uk/council/elections>

I am very grateful to the 1500 residents who supported me:

#### **Duxford**

- Sophi Berridge, Green Party - 193
- Clare Elizabeth Downie, Labour - 260
- **Peter John McDonald, Liberal Democrats - 1,518 - Elected**
- Lina Maria Nieto Pacheco, Conservative - 626
- Paul Martyn Smith, Reform UK - 701

#### **Primary School Places**

A total of 94.5 per cent of Cambridgeshire children will be going to their first preference primary school this September, above the national proportion of 93.2 per cent from 2024.

This is marginally down from the 95.9 per cent offered their preferred choice in Cambridgeshire last year.

The proportion offered a place at their first, second or third choice school has also slightly fallen – from 99.1 per cent last year to 98.9 per cent this year.

Just over 1 per cent of pupils (76 children in total) have been allocated places at other schools, outside of their expressed preferences, the second lowest number in the last four years.

This year saw a slight increase in the total number of applications for a primary school place – from 6,418 in 2024 to 6,457 this year.

Parents that have applied for primary school places for this September will receive offers on Wednesday, 16 April.

Sarah Callaghan, Service Director for Education at Cambridgeshire County Council said: “Our admissions and place planning teams have been working hard to ensure as many Cambridgeshire children as possible are offered places at their preferred schools.

“I strongly advise parents to apply to their child's local catchment school – this always represents the highest likelihood that they will secure their preferred place.”

Peter McDonald May 5<sup>th</sup> 2025