

MINUTES OF ICKLETON PARISH COUNCIL MEETING

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

Wednesday 18th June 2025 starting at 7.30pm

Present: Cllr Simon Cheney (Chair), Cllr Lucy Davidson, Cllr Philly Hamilton, Cllr Tim Pavelin, Cllr Terry Sadler and Cllr Peter Wombwell.

In attendance: Barbara Benn (Clerk), SCDC Peter McDonald and one member of the public.

Open

029/25-26 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

030/25-26 Apologies for absence. Apologies were received and accepted for personal reasons from Cllr S Heaney and Cllr John Gidley.

031/25-26 Councillors' Declarations of Interest. Cllr Pavelin declared a pecuniary interest in agenda item 036/25-26 ii and Cllr Wombwell declared a pecuniary interest in agenda item 039/25-26i&ii.

032/25-26 To approve the Minutes of the meeting held on 21st May 2025. It was resolved that the minutes of the meeting held on 21st May 2025 be approved and signed as a true and accurate record.

Agenda

033/25-26 Reports from South Cambs District (SCDCllrs) and Cambridge County Councillors (CCClrs). See Appendix A. SCDC McDonald left the meeting following his report.

It was proposed by Cllr Sadler and seconded by Cllr Pavelin that agenda item 044/25-26 items i, ii and iii be taken at this stage of the agenda. Councillors were in full agreement.

- i. Invitation to speak. The candidate introduced themselves to the Councillors.
- ii. Vote by ballot paper. A vote by ballot paper was taken and the votes counted by the Chair.
- iii. Announcement of successful candidate. It was resolved unanimously to co-opt Samantha Brooke to the role of Councillor.

Council

034/25-26 Policy and procedures

- i. Review and adopt updated Code of Conduct. It was resolved that appendix C be removed from the draft and the updated Code of Conduct then be approved for adoption and publication.
- ii. Review and adopt draft Complaints Procedure. It was resolved to adopt the draft Complaints Procedure.

035/25-26 Projects and initiatives

- i. Cemetery extension updates on land purchase and consideration of response from the solicitors. The remaining issues should be resolved shortly.

036/25-26 Tax and finance

- i. To note receipts from:
Memorial fees £250.00
Icene advertising £36.00
- ii. To approve payment of June 2025 accounts:
T Pavelin, bin emptying, invoice 44, £80.00. Cllr Pavelin abstained from consideration of this item.
Clerk's salary (confidential)
E&E Plumridge, Icene printing May 25, INV-4669, £215.00
HMRC payment, Q1 25-26, £129.12
Red Shoes, payroll services Q1, £52.20
Bank charge £6.00 DD to be taken 30th June 2025
It was resolved that the payments listed above be approved and paid.
- iii. Bank reconciliation. Current account £49,671.03. Instant access account £14,911.02. Total £64,582.05. It was resolved that the bank reconciliation for May 2025 is approved and signed.
- iv. Equals cash card reconciliation. Balance £577.94. It was resolved that the Equals card reconciliation for May 2025 is approved and signed.

- v. Request from Clerk to purchase A4 paper £15.95 and envelopes £3.25 using Equals card. It was resolved that the Clerk make this purchase.
- vi. Request to purchase replacement Child/Infant pads for the Defibrillator as the existing reach their 'Use by' dates in July 2025. Cost £117+VAT. It was resolved to purchase the replacement pads.

Community

037/25-26

Health and Safety

- i. Defibrillator check (Cllr Pavelin). Checked 18th June 2025 and in full working order.

038/25-26

Publications

- i. Consider cost of monthly Icene publication and explore options for alternative funding and/or media. It was resolved that the Clerk would include a request for advertisers in the next issue of Icene. After a discussion it was further resolved to approach local businesses to sponsor or print Icene. It was also resolved that the publication should remain as a printed version and that the Clerk should contact local printers to check for a more competitive price.

Environment

039/25-26

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:
25/01926/FUL Site address: The Heath Rectory Farm Grange Road. Proposal: Installation of external wall cladding to existing agricultural barn. Extension for comment granted until 19th June 2025. Cllr Wombwell left the meeting whilst this agenda item was discussed. It was resolved to support this application.
25/01943/PRIOR. Site address: Existing Barns at Rectory Farm Grange Road. Proposal: Change of Use and conversion of 2 No. Agricultural barns to 1 No. Dwellinghouse (Class C3). Extension for comment granted until 19th June 2025. Cllr Wombwell left the meeting whilst this agenda item was discussed. It was resolved to support this application.
- ii. To note SCDC planning decisions:
25/0394/TTCA. Site: 71 Abbey Street. Proposal: T1 = Maple tree, reduce crown by 1.5 metres T2 = Holly tree, fell to ground level Status: No Objection.
25/0401/TTCA. Site: 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. Status: No Objection
25/01293/HFUL. Site: 18 Brookhampton Street. Proposal: Demolition of existing single storey conservatory and partial demolition of single-storey rear extension. Construction of replacement single-storey rear extension on similar footprint and two-storey side extension. Reconstruct existing first-floor rear extension. Construction of new front porch. Removal of 6ft high fence panels to street elevation to widen existing vehicle access. Status: Application Permitted
- iii. Consider whether to remove the clothing collection bins to make space for additional parking. It was resolved that this agenda item be considered further at the July 2025 meeting following discussion with the Village Hall. It was further resolved that the Parish Council wished to retain the collection bins.
- iv. Discuss and agree whether additional signs are required at the recreation ground and agree design and cost of new signs. It was resolved that the Clerk order 3 aluminium signs at a cost of £9.99 per each plus £1.75 delivery using the Equals card.
- v. Consider and agree request from Coploe Pit Warden to cover cost of annual strimmer service – circa £100. It was resolved that the annual strimmer service is approved.

040/25-26

Street Care and Cleaning

- i. Discuss and agree whether to re configure the lay out of the dog waste bins in the village. It was resolved that Cllr Davidson would contact the Wellcome Genome Campus to ask if an additional bin could be funded.
- ii. Consider Parish Council response and wider public involvement in the draft Public Rights of Way Hierachy sent by Cambridgeshire County Council. It was resolved that Cllr Sadler would respond to

this consultation on the Parish Council's behalf. The public were previously invited to participate during the public consultation in the summer of 2024.

Transport and Streets

041/25-26

Roads and Highways

- i. Consider arrangements for verge maintenance outside of the village area. After a discussion it was resolved that the Parish Council would apply to protect more of the verges outside of the village area.

042/25-26

Action list update and Councillors' reports.

043/25-26

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. It was resolved to discuss an email received from the Chair of the Cricket Club requesting confirmation of the existing arrangements for the Cricket Club use of the recreation ground. It was agreed that the Parish Council write a letter of comfort to confirm the existing arrangements. The village open gardens event was a big success and the Parish Council wish to extend their thanks to the organisers.

044/25-26

Applications for Councillor vacancy by co-option

This agenda item was taken at the beginning of the meeting following the Report from the SCDC Councillor.

- iv. Invitation to speak.
- v. Vote by ballot paper.
- vi. Announcement of successful candidate.

045/25-26

Date and time of next Parish Council meeting: Wednesday 16th July 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 9.15pm

Signed: T Sadler

Dated: 16th July 2025

Appendix A

Parish Council Report June 2025

South Cambs Council

Home Accessibility

Disabled residents and people with long-term health conditions can now access more support to live independently at home. Increased funding is available from the District Council through the Cambridgeshire Home Improvement Agency, a shared service operated with Cambridge City Council and Huntingdonshire District Council.

Low-income Family Tracker update

The Council's innovative Low-Income Family Tracker (LIFT) software identifies households likely to be eligible for benefits but not claiming them. They are then sent a letter or text encouraging them to apply – with follow-up phone calls also made.

A report to be discussed at the upcoming [Scrutiny and Overview Committee](#) outlines how hundreds of South Cambridgeshire residents are now getting extra money as a direct result of the Council's support and advice.

For example, the Council has helped over 110 households who were eligible for Pension Credit but weren't claiming it. Pension Credit is a benefit for people over State Pension age (currently 66) with low incomes. It provides extra money for living costs and can lead to other support. If they remain eligible for the rest of their lives, these households will receive up to £3.2 million in Pension Credit between them.

Households that applied for Pension Credit before last Christmas were also eligible for the Winter Fuel Payment following a change in eligibility criteria last year. This is a payment of either £200 or £300, depending on a person's age. The projected extra income this Winter Fuel Payment will bring new claimants across South Cambridgeshire, as long as they remain eligible for it, is just over £229,000.

In addition, the programme has been used to promote the availability of the Household Support Fund. This is a one-off hardship payment of £110 administered by Cambridgeshire County Council. Just under 250 South Cambridgeshire households went on to claim it during the past 12 months – with a total claim value of £26,400.

The Council also identified nearly 70 households that only just missed out on being eligible for Pension Credit – and therefore the Winter Fuel Payment. They were all contacted and offered a free electric blanket and financial advice through 'Income Maximisation' appointments with Council officers. These appointments identified unclaimed benefits – that could be worth a total of more than £500,000 shared between just five households, as long as they remain eligible. Two of those claims have already been approved.

Meanwhile, South Cambridgeshire has seen [the biggest increase in NHS Healthy Start claims in the country](#), following a similarly targeted approach by the Council using LIFT. This scheme provides eligible parents with free food and milk. The Council's recent intervention is projected to distribute nearly £60,000 of previously unclaimed funds to people eligible but not claiming.

As a result of LIFT, in total at least 246 South Cambridgeshire residents have seen their incomes increase. The LIFT software brings together different sets of data, which the Council already holds, to identify currently unclaimed benefits that may be available to approximately 6,500 low-income households across South Cambridgeshire.

LIFT is also being used to support those at risk of homelessness, help disabled residents find work and support an initiative to reduce loneliness. During May and June, several information and advice events are taking place across the district aimed at those aged 70 and over. The events will take place in Bassingbourn, Melbourn, and Willingham where LIFT has identified some of the highest numbers of low-income residents aged 70 and over that live alone. Invites will be sent direct to residents most likely to benefit.

The next areas of focus for the Council's Data Team – using the LIFT software – will include encouraging more eligible residents to claim grants to retrofit their home with energy efficiency measures. There will also be a campaign to raise awareness of Cambridge Water's 'Assure Tariff' – which offers discounts on water bills for those eligible.

Although there have been no reported incidents of scams purporting to be part of this programme, the Council is reminding residents that if they are ever in any doubt about the authenticity of a letter or a phone call – they can call the Council direct on 01954 713 000. For more information on how to spot a scam, visit [support is available](#).

Cambridgeshire County Council

County Adults Services OFSTED Report

Learners and apprentices studying through Cambridgeshire County Council's adult learning services thrive due to the warm, nurturing and inclusive learning environment and substantial new knowledge and skills they learn, according to an Ofsted report published May 29th.

Cambridgeshire Skills offers education and training for adult learners in the county, the largest programmes of which are tailored learning, adult skills and family learning. Courses are run by sub-contractors and are offered online and in around 87 community venues across Cambridgeshire, including community centres, libraries and schools. The service works closely with the county council's Learning and Development team to provide apprenticeship opportunities.

The Ofsted inspection of the two teams, which took place in late April and early May, found the overall effectiveness of the service to be 'Good.' It judged the behaviour and attitude of learners to be 'Outstanding', with a rating of 'Good' awarded in every other category.

Also recognised by inspectors is the support for learners and apprentices with SEND: 'Leaders have suitable arrangements to identify and support learners and apprentices with SEND. Tutors provide a range of appropriate support mechanisms, such as in-class support and individualised learning resources. As a result, learners and apprentices with SEND progress well on their courses.'

The report includes three areas where the service needs to improve. Due to the self-assessment element of the Ofsted inspection process, the teams were already aware of these and had put steps in place to address them:

- Increase the proportion of learners who achieve their functional skills mathematics qualification at levels 1 and 2.
- Help tutors teaching accredited courses to provide learners with useful feedback on how they can improve their work and skills further.
- Provide effective career information, advice and guidance for learners on accredited courses.

You can read the report in full at [50278231](#).

Find out more about Cambridgeshire Skills at [Cambridgeshire Skills - adult learning | Cambridgeshire County Council](#)

King's Award for Enterprise

Applications for the 2026 King's Awards for Enterprise are now officially open.

The King's Awards for Enterprise, previously known as the Queen's Awards, have been recognising and encouraging excellence in business since 1966.

This year Costello Medical Consulting Ltd, a Cambridge-based independent global consultancy specialising in scientific support for the analysis, interpretation, and communication of clinical and health economic data, were winners in the International Trade category. Global Graphics Software Ltd, a Cambourne-based company known for its digital printing and document technology and Data Conversion Systems Ltd, a leading provider of data and software solutions won in the Innovation category. There were 17 other East of England recipients in 2025.

Recognised globally as a mark of excellence, the King's Awards for Enterprise offer recipients a unique Royal endorsement that sets them apart in both domestic and international markets.

The Awards honour outstanding UK businesses across four key categories:

- Innovation
- International Trade
- Sustainable Development

- Promoting Opportunity (through social mobility)

Applications are welcomed from businesses of all sizes. In 2025, 88% of the 197 award recipients were small and medium-sized enterprises, including 27 micro-businesses with ten or fewer employees, highlighting the accessibility and inclusivity of the programme. Organisations may also apply for more than one award category.

You can check if your business is eligible on the [gov.uk website](#).

Award recipients are granted the right to use the esteemed Royal Emblem for five years, which may be displayed on websites, marketing materials, uniforms, and company vehicles. Recipients are also invited to a Royal Reception in the summer.

Past awardees have reported significant benefits, including enhanced brand recognition, increased press coverage and improved access to investment.

Applications for The Kings Awards for Enterprise must be submitted by 9 September 2025, with the winners being announced on 6 May 2026.

To apply please visit [The King's Awards for Enterprise: Apply - GOV.UK](#)

Or email kingsawards@businessandtrade.gov.uk

Peter McDonald June 1st 2025