MINUTES OF ICKLETON PARISH COUNCIL MEETING
Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall, Frogge Street, Ickleton. CB10 1SH.
Wednesday 16th July 2025 starting at 7.30pm

Present: Cllr Sam Brooke, Cllr John Gidley, Cllr Philly Hamilton, Cllr Tim Pavelin (arrived at 8pm), Cllr Terry Sadler (Chair) and Cllr Peter Wombwell.
In attendance: Barbara Benn (Clerk) and two members of the public.

Open

046/25-26 Open Forum for Public Participation – 15 minutes will be made available for members of the public to address the council. Representatives from the Cricket Club updated the Parish Council on the plans for an all-weather net for the recreation ground. A Parish Council donation towards this purchase was requested. This will be considered at the August meeting.

Formalities

047/25-26 Apologies for absence. Apologies were received and accepted for personal reasons from Cllrs Cheney, Davidson and Heaney.

048/25-26 Councillors' Declarations of Interest and requests for dispensation**.** Cllr Pavelin declared a pecuniary interest in agenda item 053/25-26 ii when he arrived.

049/25-26 To approve the Minutes of the meeting held on 18th June 2025. It was resolved that the minutes of the meeting held on 18th June 2025 be approved and signed as a true and accurate record.

Agenda

050/25-26 Reports from South Cambs District (SCDCllrs) and Cambridge County Councillors (CCCllrs). The report was circulated to Councillors prior to the meeting. See Appendix A

Council

051/25-26 Policy and procedures

i. Review and approve Ickleton PC Disciplinary Procedure. This policy was reviewed and approved for publication.

ii. Review and approve Ickleton PC Equality and Diversity Policy. This policy was reviewed and approved for publication.

iii. Review and approve draft Ickleton PC IT Policy. This policy was reviewed and approved for publication with minor changes to wording.

052/25-26 Projects and initiatives

i. Cemetery extension update. An update was circulated by email prior to the meeting. The matter is still in the hands of the solicitors. A discussion around access to the land was had and this will be considered further once the sale is complete.

053/25-26 Tax and finance

i. To note receipts from:
Icene advertising £72
CCC Grass cutting contribution £820.26
Unity Bank credit interest Q1 £87.22
VAT126 claim £659.12
Cllr Pavelin arrived at the meeting at this point and declared and interest in item 053/25-26 ii.

ii. To approve payment of July invoice from T Pavelin, bin emptying, invoice 45, £80. Cllr Pavelin abstained from comment on this item. It was resolved the payment be made.

iii. To approve payment of July 2025 accounts:
Clerk's salary (confidential)
E&E Plumridge TBC
A Deptford, defib child pads, invoice 15387, £140.40
D Pallett, village maintenance, invoice 08072025, £1,750.00
Bank charge £6.00 DD to be taken 31st July 2025
Equals cash card spending £50.41
It was resolved that the payments listed above be approved and paid.
CAPALC, Internal auditor, invoice 5468, £269.70 was received after publication of the agenda. It was proposed by Cllr T Sadler and seconded by Cllr P Hamilton and agreed by all present that this payment is approved and paid.

iv. Bank reconciliation. Current account £48,494.80, Instant access account £14,998.24. Total £63,493.04. It was resolved that the bank reconciliation for June 2025 is approved and signed.

v. Equals cash card reconciliation. Balance £577.94. It was resolved that the Equals card reconciliation for June 2025 is approved and signed.

vi. Budget review Q1 2025-26. The budget review was circulated to Councillors prior to the meeting and reviewed.

vii. VAT126 claim Q1 2025-26. £659.12. The VAT126 claim for quarter 1 was circulated to Councillors prior to the meeting and reviewed.

viii. Ickleton Open Gardens have kindly donated £2,704.49 towards the cost of replacing the zip wire. The funds will be made available once the purchase is confirmed. The Parish Council noted the donation and expressed its thanks to the organisers.

054/25-26 Organisation and roles

i. Consider and approve Clerk's request for annual leave from 24th September to 3rd October 2025. The request was approved by all Councillors present.

055/25-26 Collaborations and affiliations

i. Agree Parish Council response to the Local Government Re-organisation Survey for Stakeholders. Following a discussion around the scope of the survey, it was resolved that Cllr Sadler would respond on behalf of the Parish Council.

056/25-26 Health and Safety

i. Defibrillator check and replacement child pads. (Cllr Pavelin). Checked 16th July 2025 and in full working order. Replacement child pads installed 9th July 2025.

057/25-26 Churchyard and cemetery

i. Update on funding application for gravestone repairs. An application has been made and a response is awaited.

Environment

058/25-26 District development

i. Update on Norwood site. Following an increase in activity, there has been an exchange of correspondence with the Essex County Council Enforcement Officer.

ii. Wellcome Genome Campus: feedback from Community Liaison Group meeting 9th July. Urban & Civic are no longer on site and the new Wellcome Genome Campus Ltd team will now be dealing with the development. The bridges will be put in place in Autumn 2026. Parcel A and parcel D of the development are due for completion in 2027. Highways will undertake a road safety audit report prior to any survey of the new junction layout from New Road to the A1301. Locations for the ANPR survey of traffic movements, which should now include Abbey Street and Frogge Street, have yet to be approved by CCC Highways

059/25-26 Land and Premises

Planning information from South Cambridgeshire District Council (SCDC)

i. To note SCDC planning decisions:
25/01589/HFUL Site: 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. Status: Application Permitted.
The following decision was received after publication of the agenda and bought to the attention of Councillors:
25/01943/PRIOR. Site: Existing Barns at Rectory Farm Grange Road. Proposal: Change of Use and conversion of 2 No. Agricultural barns to 1 No. Dwellinghouse (Class C3). Status: Prior Approval Given.

ii. To consider any comments to be returned to SCDC relating to tree works:
25/0642/TTCA Site address: Vine Cottage Butchers. Proposal: Yew tree – Fell. No Comment.

iii. Following a meeting with members of the Village Hall committee, consider options for increasing parking spaces at the Community Centre. After discussion it was felt the use of Back Lane or a local field were not practical solutions. It was felt that removing excess greenery and clearly marking out spaces would help with some issues. The Parish Council will consider this matter further at the August 2025 meeting.

iv. Discuss and agree response to letter concerning new planting at proposed cemetery extension site. The Parish Council agreed a response which will be sent by the Clerk.

v. Discuss and agree whether the zip wire should be removed whilst fundraising takes place for a replacement. It was resolved that the Parish Council review this item in August.

060/25-26 Street Care and Cleaning

i. Consider Parish Council and any public feedback on the draft Public Rights of Way Hierachy sent by Cambridgeshire County Council and agree Parish Council response. It was resolved that Cllr Sadler would respond on behalf of the Council to make a case for Back Lane to be re classified.

Leisure and culture

061/25-26 Local History and Heritage

i. Consider if a Parish Council response is required to the letter from Greater Cambridge Shared Planning concerning the proposed inclusion of the War memorial seat and commemorative tree at the Green in the Local Heritage List. It was resolved that the Parish Council would respond with their support of this.

062/25-26 Sports

i. Consider and agree whether the Parish Council wish to enter into a formal contract with the Cricket Club concerning the use of the recreation field. It was resolved that Cllr Sadler would respond to the Cricket Club and a review and decision on the proposed hire agreement would be made at the August meeting.

ii. Review and agree pitch hire charges for the 2025-26 season. After some discussion, it was proposed by Cllr Brooke and seconded by Cllr Sadler that the hire charge for the football club be increased to £450.00 per season. Four Councillors voted in favour of the increase. It was resolved that the football pitch hire be increased to £450. It was further resolved that the current arrangement with the Cricket Club remains unchanged. Hire charges to be reviewed annually.

063/25-26 Action list update and Councillors' reports. Cllr Wombwell met with a member of the County Council to review the verges at Gypsy corner and passing places were discussed as an option for protecting the verges. Grange Road was also visited.

064/25-26 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. Following the Council decision to undertake a housing needs survey via ACRE, the letter draft letter from was discussed and the Clerk will respond to ACRE. Two broken benches and new signs for the recreation ground were also discussed and Cllr Gidley volunteered to undertake the repairs and put up the signs.

065/25-26 **Date and time of next Parish Council meeting: Wednesday 20th August 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 10pm

Signed: S Cheney

Dated: 20th August 2025

Appendix A

Parish Council Report July 2025
South Cambridgeshire

Local Government Reform update

Last year the government declared its intention to reform all two-tier local authorities (those with County and District Councils) into unitary authorities during the present parliament. The local authorities in Cambridgeshire and Peterborough have been asked to present proposals for implementation on a timescale of approximately two years. Council leaders have now presented three preferred options for new unitary councils, all of which would divide the region into two unitary authorities:

Proposals

- A: NW/SE split Peterborough, Hunts, Fenland
- B: N/S split Cambridge, East Cambs, South Cambs Peterborough, East Cambs, Fenland, Hunts Cambridge, South Cambs
- C: E/W split Peterborough, East Cambs, Fenland Cambridge, South Cambs, Hunts

Business cases for all three options are currently being developed. A survey has also been launched to gather feedback on key information related to the reforms. The survey is open to all residents and closes on 20 July. There was a briefing for Parish Councils on 17 June which is available to watch here. The council's web page on the topic also contains a FAQ section that should answer most questions about the process.

Grants available for active lifestyle initiatives
A new grant scheme is available to offer grants of up to £500 to create or expand physical activity sessions, sports clubs or fitness classes. The focus is on bringing new activities to rural settings with limited existing provision. The scheme is designed to build on last year's similar scheme, which gave over £9000 in grants across the district.
https://www.scambs.gov.uk/health-and-wellbeing/lets-get-south-cambridgeshire-active-grant

Planning award for the shared planning service
The Greater Cambridge Shared Planning Service, run jointly between South Cambridgeshire District Council and Cambridge City Council, has been named Planning Authority of the Year – East of England at the Royal Town Planning Institute Awards for Planning Excellence. This recognition celebrates the service's outstanding commitment to innovation, biodiversity, youth engagement, tackling inequality and excellence in planning. Our planning service was also awarded the 'Planning for the Natural Environment Award' at the recent national Planning Awards 2025.

Expiry of postal votes
Following a change to the law as part of the Elections Act, postal votes no longer apply indefinitely. They now expire after a period of three years. Due to the timing of the reapplication legislation, around 15,000 South Cambridgeshire postal votes are due to expire at the end of January 2026. The South Cambs Elections Team has just started the process of contacting those residents whose postal vote will be expiring. They will explain to those voters that in order to keep their postal vote in place they will need to make a fresh application. The council may contact affected electors via email, post or text message (or via a combination of these) to raise awareness of the changes and to ensure they have sufficient time to make a new application if they want to before next year's elections. This will also feature in an article in South Cambs Magazine in Autumn 2025. Affected electors who do not make a fresh application will have their postal votes removed when they expire at the end of January 2026. If you have any questions, please email the elections team at elections@scambs.gov.uk

Contact Centre tested in Mystery Shopper exercise
The council recently commissioned another independent Mystery Shopper exercise to assess the quality of its Customer Contact Centre, which handles telephone calls to the council. The average customer satisfaction score was 81%, which compares well with a benchmark of 68% for other councils. The comment in the report that calls were 'jargon free' is very encouraging. This follows the recent renewal of the web site. If you have any comments on how to improve the telephone service or web site then please let me know as it is important that both services operate to a high standard. https://www.scambs.gov.uk/news/contact-centre-shines-in-mystery-shopper-exercise

Draft account publication now up to date

Congratulations to the Finance team for publishing the District Council's draft accounts for 2024/25 in June. The team has spent several years gradually reducing the backlog in account auditing inherited from the previous administration, and this work is now complete

Cambs County Report

Highways Survey

Cambridgeshire residents are being asked for their views on Cambridgeshire County Council's highways and transport services in the National Highways and Transport (NHT) Public Satisfaction survey.
In this annual survey residents will have the opportunity to comment on everything from the condition of roads and footpaths to public transport and the quality of cycling facilities in Cambridgeshire.
This month, a questionnaire is being sent to a random sample of at least 3,300 Cambridgeshire residents, followed by a reminder. Since the survey is based on a sample, residents who receive a copy are being urged to take part. They can do so either by post or online.
The purpose of the survey is to give residents the chance to comment on highways and transport services in their local area. Local and national results will be published in late-October 2025, and we will use the feedback to manage and improve local services.
Cambridgeshire County Council have signed up to this standardised annual survey to benchmark against the other local authorities who take part. Each year members of the public are asked the same core questions so that comparisons can be made across the country.
The survey, which is being run for the 18th year, is the largest collaboration between councils, offering the opportunity to compare results, share in best practice and identify further opportunities to work together.
Last results can be found here:
https://www.nhtnetwork.co.uk/isolated/page/793

Highways Transparency

Cambridgeshire County Council has responded to a request by the Department for Transport (DfT) for local highway authorities to produce detailed transparency reports on maintenance activities to secure additional funding.

Under the new requirements, 25% of the £500 million additional maintenance funding from Government for 2025-26 is contingent on authorities publishing reports by the end of June 2025 demonstrating compliance with best practice criteria.

The reports must detail five-year maintenance spending comparisons, network condition statistics, pothole repair estimates, and planned maintenance activities. Authorities, such as the county council, must also submit additional information by October 2025 covering asset values and compliance with best practice criteria. The requirements apply to all local highway authorities in England.

The council's report was published today and is available on our website at:
https://www.cambridgeshire.gov.uk/highways-transparency
Key highlights from the report show:

Since 2023-24, the amount of capital funding we spend on highway maintenance has increased by £35m, from £24m to £59m.

The Council has allocated more than £73m for highways maintenance in 2025/26 inclusive of revenue funding. Over the last five years, we have repaired an average of 55,400 individual potholes each year.

In 2024/25 we:

- Spent more than £30m improving over 145 kilometres of roads county-wide.
- Reconstructed or resurfaced 166 roads.
- Spent more than £4.5m repairing 52,229 potholes across the county.
- Received 16,371 potholes reports from our residents.
- Spent more than £5m improving over 120km of key walking and cycling routes county-wide.
- Reconstructed or repaired 241 footpaths.
- Emptied and cleaned more than 35,000 drains.
- Upgraded 31 traffic signals.
- Recycled 41,000 tonnes of material and saved over 735 tonnes carbon dioxide equivalent, through various sustainability and carbon reduction processes.

In 2025/26, we have planned the following improvements:

- 259 schemes to repair 135km of road (with over 60% being preventative treatment work).
- 253 schemes to repair key walking and cycling routes county-wide.
- 5 bridges will be upgraded.
- 20 traffic signals will be replaced/upgraded.

Local Government Re Organisation

Communities across Cambridgeshire and Peterborough are being given an opportunity to have their say on a once in a generation opportunity to shape the future of local government. An engagement survey has launched Thursday 19 June and focus groups are being run in June and July so people can help inform the biggest shake-up of local government since the 1970s.
It follows a national government requirement to replace current district, county and city councils with single-tier councils.
From April 2028, rather than dealing with separate county, city, and district authorities, residents will access all services—from road maintenance and bin collections to education, planning, social housing, social care, and support with benefits—through a unitary council. Where areas have parish and town councils, these will not be affected and will continue to operate as they do now.

The national government believes these changes will improve services, making them simpler and more efficient, as well as supporting economic growth and delivering much needed housing.
Since the changes were announced in December 2024, all seven existing county, district and city councils have been working collaboratively to identify viable options for new unitary councils across the region.
No decisions have yet been made on what these new arrangements could look like, but the government has made it clear that it wants these councils to be unitaries (providing all services and covering all county and district functions).
Three proposed options for reorganisation were shared last week. Council leaders now want to hear the views of residents, businesses and local stakeholders like Town and Parish councils and community groups, to inform the business cases being developed for each of

these proposals. Those business cases will then be submitted to the government in November. The final decisions on which new local government structures are put into place in Cambridgeshire and Peterborough will ultimately be made by national government.

The engagement focuses on the connections that people feel they have to different areas; where they work, socialise or get healthcare, for example. It also covers what priorities they think new unitary authorities should have and what is important to them when it comes to dealing with local government.

The survey will run from Thursday 19 June to the end of the day on Sunday 20 July.

Complete the survey: https://can-campaigns.co.uk/local-councils-in-cambridgeshire-and-peterborough-are-changing/

Hard copies will be available at council offices and in all libraries.

Peter McDonald July 6th 2025