

MINUTES OF ICKLETON PARISH COUNCIL MEETING

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

Wednesday 20th August 2025 starting at 7.30pm

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

In attendance: Barbara Benn (Clerk) and one member of the public.

Open

066/25-26 Open Forum for Public Participation – 15 minutes will be made available for members of the public to address the council. A member of the public asked to update the council at agenda item 076/25-26. This was agreed by the Chair.

Formalities

067/25-26 Apologies for absence were received and accepted for personal reasons from Cllr Steve Heaney, Cllr John Gidley and SCDCllr Peter McDonald.

068/25-26 Councillors' Declarations of Interest and requests for dispensation. Cllr T Pavelin declared a pecuniary interest in agenda item 072/25-26 ii. Councillor T Sadler declared a personal interest in agenda item 080/25-26 ii.

069/25-26 To approve the Minutes of the meeting held on 16th July 2025. It was resolved that the minutes of the meeting held on 16th July 2025 be approved and signed as a true and accurate record.

Agenda

Council

070/25-26 Policy and procedures

- i. Ickleton PC Biodiversity Policy for review. It was resolved that the policy was reviewed and be published.
- ii. Consider if the Parish Council wishes to adopt the draft Biodiversity Action Plan. After discussions, a vote by show of hands was taken. 1 vote against, 1 abstention, 4 votes in favour of adopting the action plan. It was resolved that the Biodiversity Action Plan be adopted and published.
- iii. Ickleton PC Cemetery Guidelines for Funeral Directors for review. It was resolved that the revised guidelines be adopted and published.
- iv. Ickleton PC Cemetery Guidelines for review. It was resolved that the revised guidelines be adopted and published.
- v. Ickleton PC Play Area Inspection and Maintenance review of new policy. After discussion, it was resolved that this item be considered at the September meeting.

071/25-26 Projects and initiatives

- i. Cemetery extension update. A plan for the proposed additional burial area is being prepared. It is hoped the sale will complete shortly after.

072/25-26 Tax and finance

- i. To note receipts from:
Icene Advertising £180
- ii. To approve payment of August 2025 invoice from T Pavelin, bin emptying, invoice 46, £100. Cllr Pavelin abstained from comment on this agenda item. It was resolved that the payment be made.
- iii. To approve payment of August 2025 accounts:
Clerk's salary (confidential)
E&E Plumridge, INV-4819, Icene August 2025, £199.50
Happy Branches, tree works, INV-ICKPC-E01, £150.00
Bank charge £6.00 DD to be taken 31st August 2025
Amazon, table tennis balls, £22.99. Equals card purchase.
Reimbursement of expenses incurred by Cllr Gidley for urgent repairs to recreation ground bench. £16.38.
It was resolved that the payments listed above be approved and paid.
The invoice from C Frankau, grass cutting & maintenance Apr 25 – July 25, invoice 85 £2727.60, was received after publication of the agenda. It was proposed by Cllr Sadler, seconded by Cllr Hamilton and agreed by all Councillors present that this invoice be paid.

- iv. Confirmation that E&E Plumridge invoice INV-4725, Icene printing July 25, £186.25, was paid on 28th July 2025. Noted.
 - v. Bank reconciliation. Current account £14,998.24, Instant access account £46,919.92 Total £61,918.16. It was resolved that the bank reconciliation for July 2025 is approved and signed.
 - vi. Equals cash card reconciliation. Balance £504.54. It was resolved that the Equals card reconciliation for July 2025 is approved and signed.
 - vii. To consider the request from Ickleton Cricket Club for a £3,000 donation towards the purchase of all-weather cricket nets for the recreation ground and agree response. It was resolved that the donation of £3,000 was agreed in principle. Date of release of funds to be determined.
- 073/25-26 Organisation and roles
- i. Consider Clerk's request to amend annual leave dates to 22nd September 2025 to the 1st October 2025. It was resolved that the request be approved.
 - ii. Consider whether to adopt the Local Government services pay agreement 2025/26 with effect from 1st April 2025. It was proposed by Cllr Cheney, seconded by Cllr Sadler and agreed by all Councillors present, that the new scales be adopted with effect from 1st April 2025.
- 074/25-26 Safety and risk management
- i. To consider proposed monthly play park inspection report and decide who will undertake this. If approved, Cllr Brooke has undertaken to do the inspections. It was resolved that this item be considered at the September meeting with the revised policy.
 - ii. Confirmation that The Play Inspection Co. will be undertaking the annual inspection of the equipment at the recreation ground in October 2025. Noted.
- 075/25-26 Health and Safety
- i. Defibrillator check (Cllr Pavelin). Checked 20th August 2025 and in full working order.
- 076/25-26 Churchyard and cemetery
- i. Consider if the pre-purchase of grave spaces should be put on hold until the extension is ready. It was resolved that the pre-purchase of graves would be put on hold until the new extension is ready.
 - ii. Consider if an additional row of grave spaces should be created, for the interment of ashes only, by cutting back the tree line at the road wall. It was resolved that the Parish Council wished to create additional spaces for the burial of ashes.
 - iii. Review and decide on memorial permit application. It was resolved that the application is approved.
 - iv. Confirmation that the application for a grant to 100 Parishes for work to stabilise a table top tomb in St Mary's churchyard was successful. Grant value £275. The Parish Council extend its thanks to 100 parishes and understand that the PCC will be applying for the relevant permissions.
 - v. Confirmation that the Clerk arranged for the immediate removal of a broken limb from a tree at the cemetery due to Health & Safety concerns. Councillors were advised at the time of removal.
 - vi. Consider if the Parish Council wish to arrange for the future removal of the above tree. It was resolved that Councillors would visit the site and this item be considered at the September meeting. A member of the public spoke to Councillors to give updates on matters concerning the church and churchyard. The PCC are optimistic that they will receive grant funding for the wall painting restoration project at the church. Approval has now been given for the works to the cherry trees in the churchyard. It has been noted that a wall at the churchyard requires extensive work. It is not clear who owns this wall. It was resolved that the Clerk would email the owners to ascertain ownership of the wall.
- 077/25-26 Groups and Societies
- i. Consider options for increasing parking capacity at the Village Hall and agree next steps. It was resolved that the Parish Council contact the village hall committee suggesting they pursue marking out parking spaces, clearing vegetation to improve capacity in the village hall car park and explore use of the recreation ground at busy times. It was also noted that Back Lane is a designated public footpath so vehicle access to the recreation ground should always be via the village hall car park gate.
- 078/25-26 Publications
- i. Consider quotations received for Icene printing. It was resolved that the current publishers remained the best value for money and should be retained.
 - ii. Review Icene advertising charges. It was resolved that the charges are reviewed and approved.

Environment

079/25-26

District development

- i. To note that Wellcome Genome have provisionally booked Ickleton Village Hall for Tuesday 16th September, from 5pm to 8.30pm for a community event to share an update about the Wellcome Genome Campus development works. This meeting has now been confirmed and will be advertised widely.

080/25-26

Land and premises

Planning information from South Cambridgeshire District Council (SCDC)

- i. To note SCDC planning decisions:
25/01926/FUL Site: The Heath Rectory Farm Grange Road. Proposal: Installation of external wall cladding to existing agricultural barn. Status: Application Permitted.
25/0642/TTCA Site: Vine Cottage Butchers Hill. Proposal: Yew tree – Fell. Status: No Objection.
- ii. To consider any comments to be returned to SCDC relating to tree works:
25/0713/TTCA Site address: 63 Abbey Street. Proposal: Walnut tree, T1 - since the tree was crown reduced in 2021, it has grown considerably and is approximately 17m high by 14m wide. Some branches extend over the adjacent public footpath and over the gardens of neighbours. It is proposed to reduce the crown to the points where it was pruned on previous occasions after which it will be approximately 14m high by 11m wide. Holly, T2 - it is proposed to trim the side shoots back by 0.5-1m to maintain the conical shape of the tree. Comment by 12th August 2025. This was circulated to Councillors prior to the meeting. No discussion at meeting as the deadline for comment has passed.
- iii. To note that the skate park has now been removed. Noted.
- iv. Discuss and decide whether the zip wire should be removed whilst fundraising takes place for a replacement. It was resolved the Clerk would seek a revised quote for removal and replacement.
- v. Discuss and decide whether the table tennis table should be moved to the concrete base on which the skate ramp was based. It was resolved that the table tennis table would be temporarily re sited to the concrete base where the skate park stood.

081/25-26

Recreation

- i. Consider and decide on proposed hire agreement for Ickleton Cricket Club. It was resolved that the hire agreement be approved and signed. It was further resolved that Cllr Sadler would sign the agreement on behalf of the Parish Council. The agreement will be reviewed annually.

Social issues

082/25-26

Housing

- i. To note that Cambridgeshire ACRE, at the request of the Parish Council, will contact all residents on 25th August asking them to take part in an important Housing Needs Survey to help shape the future of the village.
- ii. To consider which of the proposed marketing materials the Parish Council wish to use for the purpose of publicising the survey. It was resolved that the Clerk would distribute the marketing materials.

Transport and Street

083/25-26

Roads and Highways

Consider if the Parish Council wish to complete the Expressions of Interest survey for the 26/27 application round for the Local Highways Initiative. It was resolved that Cllr Sadler would complete the expression of interest on behalf of the Parish Council.

084/25-26

Action list update and Councillors' reports. All items covered elsewhere on the agenda.

085/25-26

Matters for Further Discussion. It was noted that there had been recent activity by Anglian Water around the village. Councillor Cheney will contact Anglian Water to ask for an update on the lining works.

086/25-26

Date and time of next Parish Council meeting: Wednesday 17th September 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 9.20 pm

Signed: S Heaney

Dated: 17th September 2025