

MINUTES OF ICKLETON PARISH COUNCIL MEETING

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

Wednesday 17th September 2025 starting at 7.30pm

Present: Cllr Steven Heaney (Chair), Cllr John Gidley, Cllr Philly Hamilton, Cllr Tim Pavelin, Cllr Terry Sadler and Cllr Peter Wombwell.

In attendance: Barbara Benn (Clerk) and three members of the public.

Open

087/25-26 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 spoke to the council to notify them of their objection to a planning application which is due for consideration at the meeting.

Formalities

088/25-26 Apologies for absence. Apologies were received and accepted for personal reasons from SCDCLlr Peter McDonald, Cllr Davidson, Cllr Brooke and Cllr Cheney.

089/25-26 Councillors' Declarations of Interest. Cllr Pavelin declared a pecuniary interest in agenda item 094/25-26 ii and 099/25-26i.

090/25-26 To approve the Minutes of the meeting held on 20th August 2025. It was resolved that the minutes of the meeting held on 20th August 2025 be approved and signed as a true and accurate record.

Agenda

091/25-26 Reports from South Cambs District (SCDCLlrs) and Cambridge County Councillors (CCCLlrs). See Appendix A

Council

It was proposed by Cllr Sadler and agreed by the Chair that item number **099/25-26i**. be considered at this point in the meeting. All Councillors present were in agreement. Cllr Pavelin declared a personal interest in this item and abstained from discussion of the Parish Council response. After some consideration, it was resolved that the Parish Council would respond to this planning application stating that they object to this application as no evidence has been provided that the proposed construction would maintain the integrity of the conservation area nor that it would not adversely impact the right to light of the adjacent properties. In the event of the Planning Officer supporting approval, the Parish Council would like to request this is referred to the Planning Committee. It was resolved that Cllr Sadler would write the response on behalf of the Parish Council.

It was proposed by the Chair that agenda item **101/25-26i**. be considered at this point in the meeting and agreed by all present. Cllr Gidley read out a letter (received from a member of the public) to the Parish Council concerning the issues with speeding in the village - drawing particular attention to damage to property and pet fatalities - which supported additional measures to reduce speeding. A member of the public was invited to speak to the meeting by the Chair and they read an email, sent from another member of the public, in support of further measures to reduce speeding in the village. It was resolved that the Parish Council would undertake further investigation into the possible options for additional traffic calming measures in the village. This item will be included for further discussion at the October 2025 meeting.

092/25-26 Policy and procedures

- i. Ickleton PC Publication scheme review policy. It was resolved the policy be approved for publication.
- ii. Ickleton PC Privacy Policy review new policy. It was resolved the policy be approved for publication with minor amendments suggested.
- iii. Ickleton PC Document Retention Policy review new policy. Cllr Pavelin proposed the policy not be adopted. The other Councillors present approved publication. It was resolved the policy be approved for publication.

- iv. Ickleton PC Data Protection Policy review new policy. Cllr Pavelin proposed the policy not be adopted. The other Councillors present approved publication. It was resolved the policy be approved for publication.
- v. Ickleton PC Record of Processing Activities review new document. Cllr Pavelin proposed the policy not be adopted. The other Councillors present approved publication. It was resolved the policy be approved for publication.
- vi. Ickleton PC Recreation Ground Policy review of new policy and playpark inspection report. After some discussion it was resolved to take a vote. It was proposed by Cllr Pavelin that the Recreation Ground Policy not be adopted and seconded by Cllr Wombwell. Two Councillors voted in favour of the proposal and four Councillors voted against the proposal. It was then proposed by Cllr Gidley that the policy be reworded and brought to the October meeting. A further vote was called. Four Councillors voted in favour, one voted against and one abstained. It was resolved that Cllr Gidley will re word the policy and it will be considered by the Parish Council at the October meeting.

093/25-26

Projects and initiatives

- i. Cemetery extension update. The matter remains in the hands of the Solicitors.

094/25-26

Tax and finance

- i. To note receipts from:
Whittlesford Warriors, pitch hire, £450.00
Icene advertising £24.00
Cemetery fees £125.00
- ii. To approve payment of September invoice from T Pavelin, bin emptying, invoice 47, £80. Cllr Pavelin abstained from comment on this item. The payment was approved for payment.
- iii. To approve payment of September 2025 accounts:
Clerk's salary (confidential)
HMRC payment for Q2 2025-26, £156.51
E&E Plumridge, Icene printing, INV-4871, £171.00.
Ickleton Village Hall, Hall Hire, 24-25/100, £75.00.
PFK Littlejohn, Audit fees, SB20251099, £378.00.
Red shoes, Payroll service, 16640, £52.20
Bank charge £6.00 DD to be taken 30th September 2025.
Data Protection fee of £47.00 DD to be taken 22nd October 2025.
It was resolved that the payments listed above be approved and paid.
- iv. Bank reconciliation. Current account £43,600.91, Instant access account £14,998.24 Total £58,599.15. It was resolved that the bank reconciliation for August 2025 is approved and signed.
- v. Equals cash card reconciliation. Balance £504.54. It was resolved that the Equals card reconciliation for August 2025 is approved and signed.
- vi. To note that Npower have issued a credit note for electricity consumption of £84.32.
- vii. Notice of conclusion of audit. Noted.
- viii. Confirmation that AGAR Part 3 has been published on the website. Noted.
- ix. Consider purchase of a new Parish Council laptop to the value of £400. The current PC laptop processor is unable to support Windows 11 and Windows 10 support will end in October 2025. It was resolved that the Clerk arrange for the purchase of a new laptop up to the value of £400 using the Equals card if necessary.

095/25-26

Collaborations and affiliations

- i. Decide on the Parish Council response to the re-consultation on the draft Greater Cambridge Planning Obligations Supplementary Planning Document. The Parish Council resolved not to comment.
- ii. Decide on the Parish Council response to the Cambridgeshire County Council Local Government Reorganisation request for local views. The Parish Council resolved not to comment as an organisation but for those who wish to to submit individual responses.
- iii. Clerk's request to continue with annual membership of the Society of Local Councils Clerks (SLCC) with effect from 1st October 2025. Cost £150. It was resolved to approve the membership continue.

Community

096/25-26

Health and Safety

- i. Defibrillator check (Cllr Pavelin). Checked 17th September 2025 and in full working order.

097/25-26

Services and amenities

- i. To discuss update concerning the mast on Coploe Road. Following an email received by the Clerk it was resolved that the Clerk would email Pippa Heylings requesting an update.

098/25-26

Churchyard and cemetery

- i. Consider if the Parish Council wish to arrange for the removal of a damaged tree which overhangs the road and discuss quotation received. It was resolved that the tree be monitored for the time being.
- ii. Consider quotation received for cutting back of shrubbery to make room for cremated remains burials. It was resolved to consider this item again at the October meeting following the budget review.
- iii. Discuss urgent repairs which are required to a flint wall at the churchyard and decide next steps. It was resolved that the Clerk would re-send the email concerning ownership of the wall.

Environment

099/25-26

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:
25/03419/HFUL Proposal: First-floor extension, single storey replacement, porch and changes to materials and fenestration. Site address: 2 Brookhampton Street. Response by 25th September 2025. This item was considered earlier in the agenda. Please see response earlier in the meeting minutes.
- ii. To note SCDC planning decisions:
25/0713/TTCA Status: No Objection. Site: 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. Noted.
- iii. Consider quotations received for removal and replacement of zip wire. It was resolved that the quotations be considered again once the total fundraising amount was known.
- iv. Discuss emails received from residents concerning trees on or near the recreation ground. A Parish Council response was agreed and will be sent by the Clerk.
- v. Consider Clerk's recommendation to undertake a tree survey of the trees at the Recreation Ground, Cemetery and Village Green. It was proposed by Cllr Sadler and seconded by Cllr Gidley that the Parish Council set a budget in 26-27 for a tree survey. After discussion, it was resolved that a vote be taken. A vote was taken with three Councillors voting in favour, two voting against and one abstention. It was resolved to include this for consideration in the budget for next year.

Leisure and culture

100/25-26

Recreation

- i. Consider request from Ickleton Cricket Club for a letter giving written evidence of Landlord's consent for the all-weather cricket nets project. It was resolved the Clerk would send the response drafted on behalf of the Chair.

Transport and Streets

101/25-26

Traffic calming

- i. To consider if a proposal for speed bumps should be included in the LHI 2026/27 round. This item was considered earlier in the agenda. Please see response above.

102/25-26

Road Maintenance

- i. Update on resurfacing of Icknield Close. The Clerk updated the Councillors following an email received from the Highways department concerning responsibilities for repairs.
- 103/25-26** Action list update and Councillors' reports. All items discussed earlier in the agenda.
- 104/25-26** Matters for Further Discussion. The Parish Council have been advised that a speed survey will be undertaken on the A1301 junction with new Road Hinxton. The Parish Council have been advised the overhanging branches are affecting traffic flow on Brookhampton Street. The Clerk was asked to send a letter to the owners of the property asking them to cut back the shrubbery.
- 105/25-26** **Date and time of next Parish Council meeting: Wednesday 15th October 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

The meeting closed at 10.05pm

Signed: S Heaney

Dated: 15th October 2025

Appendix A

Parish Council County Report September 2025

South Cambs District Council

Local Plan update

On 15 August the Government announced that funding previously promised to relocate Anglian Water's Waste Water Treatment Plant from Cowley Road in Cambridge will no longer be made available. A major consequence of this is that the substantial Hartree development in northeast Cambridge can no longer be built as planned. Hartree has been planned over seven years and would have provided 8,500 homes for the emerging Local Plan. This is an unexpected move from the Government that may require significant revisions to the Local Plan, which was due for consultation by the end of this year. The detailed consequences are still being explored and I will provide more information soon.

Thriplow Proposed Biogas Plant

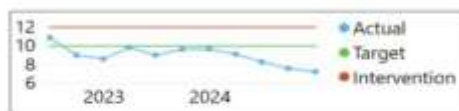
I am keeping a close eye on this and working with County Highways on transport/access issues. Its clear there is huge concern amongst Thriplow residents and others.

<https://applications.greatercambridgeplanning.org/online-applications/simpleSearchResults.do?action=firstPage>

Four-day week arrangements permanently adopted

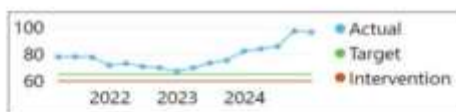
The four-day week working arrangements that have been in place at the council on a trial basis for over two years have been made permanent, following a vote at Full Council on 17 July. The trial was inspired by difficulties experienced by the Planning department in recruiting and retaining staff in the local jobs market under its previous working arrangements. Since the trial began, the council has seen improved performance, recruitment and retention. The Planning department no longer has to rely on expensive agency staff, saving hundreds of thousands of pounds per year for taxpayers. A representative survey of residents showed no statistically significant difference in their experience of nine of the council's services. The council monitors its performance in a number of ways, including measuring Key Performance Indicators (KPIs) on a quarterly basis. Several key services have shown a dramatic improvement during the past 2 years, including the time it takes to process planning applications

PN519 Average time to determine validated householder Planning applications (weeks)



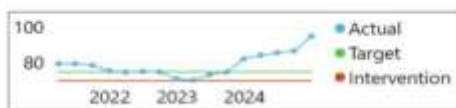
Sep 7.57
Dec 7.22

PN510 % of major applications determined within 13 weeks or agreed timeline (2 year reporting period cumulative - government KPI)



Sep 97.61
Dec 96.72

PN511 % of non-major applications determined within 8 weeks or agreed timeline (2 year reporting period cumulative - government KPI)



Sep 86.87
Dec 85.12

Thriplow and Heathfield Neighbourhood Plan adopted

The Neighbourhood Plan for Thriplow and Heathfield was adopted at the Full Council meeting on 17 July. It sets out planning policies that apply within the parish and covers the period to 2041. The Neighbourhood Plan is used alongside the Local Plan when determining planning applications in the area. Residents of Thriplow and Heathfield voted in favour of the Neighbourhood Plan on 12 June.

PlanAI tool tested in planning consultations

An artificial intelligence (AI) tool called PlanAI, designed to analyse public consultations more efficiently, has been tested by the planning service on three live planning consultations. The AI tool managed to summarise consultation responses around 60 times as quickly as the human team in the trial. The AI-generated reports were assessed and found to provide a high-quality substitute for the human-generated reports. The tool was developed at the University of Liverpool, working in partnership with the Planning Policy and Strategy team at Greater Cambridge Shared Planning. This is one of several initiatives being pursued by the council to use AI and data analytics techniques in innovative ways to improve value for money for taxpayers.

Consultation on Supplementary Planning Document

A second consultation has been launched on the draft Greater Cambridge Planning Obligations Supplementary Planning Document (SPD). This follows updates made since the previous consultation in November last year. The SPD provides detailed guidance on how Section 106 contributions will be used. The consultation is open for comments and I would encourage all Parish Councils and interested residents to respond. The consultation period closes at 5pm on Friday 17 October.

<https://greatercambridgeplanning.org/spd>

Improving the High Street grant

Funding of £90k is available for business and community projects to revitalise high streets across South Cambridgeshire. The grant is aimed at projects that revitalise local shopping areas, increase footfall, encourage residents to shop locally and stimulate economic growth. Grants of between £5k and £20k per project will be available to local businesses, charities, community groups and Parish Councils. The grant money comes from the UK Shared Prosperity Fund with Cambridgeshire and Peterborough Combined Authority (CPCA) acting as lead authority delivering the fund. South Cambridgeshire District Council is responsible for grant scheme delivery and allocation.

<https://www.scambs.gov.uk/business/grants-and-funding-for-businesses/uk-shared-prosperity-fund/improving-the-high-street-grant-open>

Cambs County Council

Local Government Re Organisation (LGR)

People in Cambridgeshire and Peterborough are being given a further opportunity to have their say in shaping the future of local government.

The Government wants to change the current structure of local authorities across Cambridgeshire and Peterborough by 2028, through a process known as Local Government Reorganisation (LGR). LGR will replace all seven of the county, city and district councils that currently exist. The new unitary councils that would succeed these current authorities would be responsible for all the local government services in the geographic areas they cover, except for those provided by Town and Parish Councils.

The County Council's recent annual Quality of Life survey highlighted that just under two thirds (63%) of those residents who took part knew nothing about Local Government Reorganisation, with just under half (46%) having never heard of LGR.

An information campaign about Local Government Reorganisation launches with a second phase of engagement running until Friday 3 October, which invites views on the preferred option being developed by Cambridgeshire County Council – known as 'Option A'.

Option A shares Cambridgeshire and Peterborough between two new council areas – one in the North, building upon areas currently covered by Peterborough City Council, Huntingdonshire and Fenland District Councils, and one in the South, which builds upon the areas currently covered by Cambridge City Council, East Cambridgeshire and South Cambridgeshire District Councils.

These new authorities would also incorporate the responsibilities and resources for their areas currently held by the County Council.

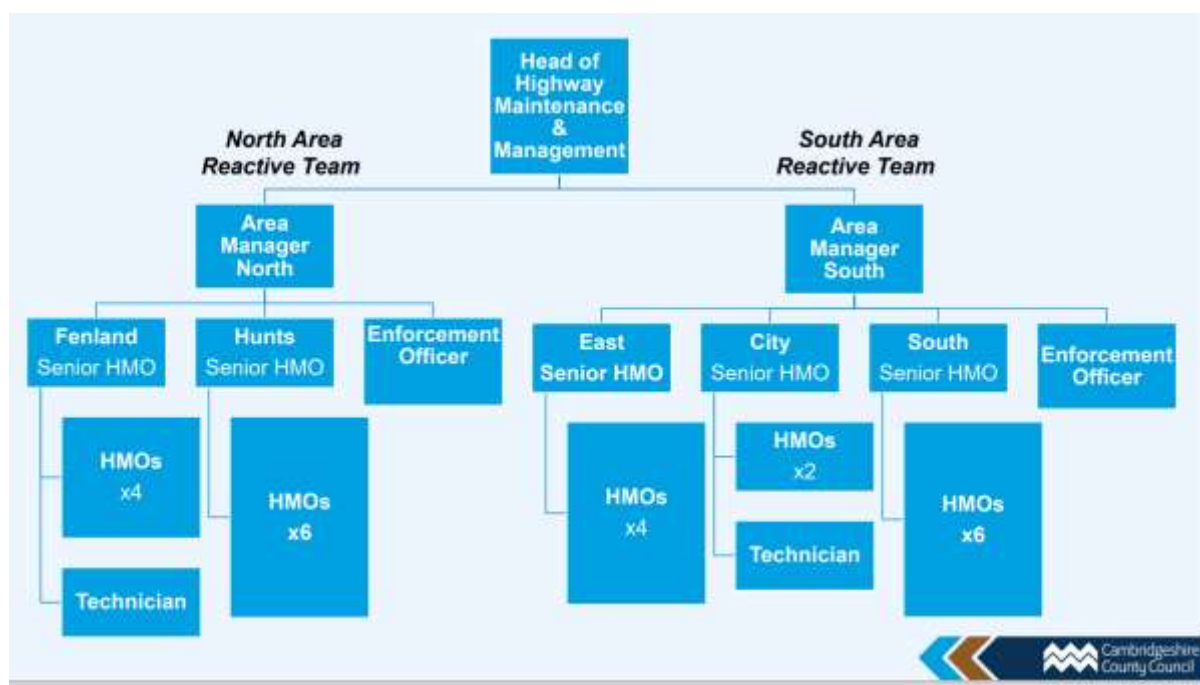
Of the three preferred options being developed by local councils in response to the Government, Cambridgeshire County Council's leadership believes that Option A best meets the Government's criteria. It balances the needs and services for both urban and rural communities, whilst delivering reduced duplication, greater accountability and financial sustainability. It would also support devolution and economic growth across Cambridgeshire and Peterborough, by creating two strong and equal partners in the devolution arrangements led by the Mayoral Combined Authority.

Following this second and more detailed stage of engagement, a preferred option will be discussed by the Full Council on Tuesday 21 October, prior to a submission being made to the Government in November.

For more information on LGR and to complete the survey, head to Cambridgeshire County Council's website: [Your Future Councils - Your Voice](#).

Highways Structure

A revised Highways structure is announced with new HMO's (Highways Maintenance Officers).



There will also be a new reporting system entitled Aurora.

The new 'Aurora' System

- Transition 18 September – 22 September 2025
 - Member & parish introduction to the aurora system planned for 12 September as highlighted in our monthly newsletter.
 - Only CRNs from April 2025 will remain in ReportIT
 - Live Dashboards will be shared
 - Mobile working



Road Safety

An updated report has been issued on road safety. Here are some snapshots. I will issue the full set of slides.

Trends and patterns of collisions



Reported Injury collisions in Cambridgeshire by year (1)



Factors involved in KSI collisions

Road Safety Factor	Category name	No. Collisions	No. People
Ineffective observation by either the driver, rider or pedestrian	Behaviour or inexperience	15	15
Driver/rider being aggressive, dangerous or reckless	Speed related	11	11
Driver/rider travelling too fast for conditions (including loss of control or swerving)	Speed related	9	9
Distraction to driver/rider from inside/outside or on vehicle	Distraction or impairment	7	7
Driver/rider exceeding speed limit	Speed related	7	7
Driver / rider overshoot junction or poor turn / manoeuvre	Behaviour or inexperience	6	6
Driver / rider illegal turn / direction of travel or failed to comply with traffic sign / signal	Behaviour or inexperience	4	4
Illness or disability	Distraction or impairment	4	4
Affected by alcohol	Distraction or impairment	3	3
Driver/rider had uncorrected or defective eyesight	Distraction or impairment	3	3

- Road Safety factors that were most commonly identified in KSI collisions in Cambridgeshire in 2024



Next steps are that I will follow upon cluster sites.

Peter McDonald Sep 6th 2025