



ICKLETON PARISH COUNCIL
<https://www.ickletonparishcouncil.org.uk>

Chair: Steve Heaney

Clerk: Barbara Benn

Email: clerk@ickleton-pc.org.uk

2 London Road

Great Chesterford

Essex CB10 1NY

To members of the Parish Council

You are hereby summoned to attend the meeting of Ickleton Parish Council
On Wednesday 16 September 2026, at 7.30 pm, in the Gordon Woolhouse Meeting Room, Ickleton Village Hall,
Frogge Street, Ickleton, CB10 1SH

The Press and Public are invited to attend.

Ickleton Parish Council - Agenda

Open

- 78/26-27** Open Forum for Public Participation - Members of the public may address the Council during the Open Forum. The total period allocated will normally not exceed 15 minutes. Members of the public may speak only during this item unless invited by the Chair. No decisions will be made during the Open Forum.

Formalities

- 79/26-27** To receive apologies for absence.
80/26-27 To receive declarations of interest relating to items on this agenda and consider requests for dispensations.
81/26-27 To approve as a correct record the minutes of the Parish Council meeting held on 19 August 2026.
82/26-27 Reports from South Cambridgeshire District Councillors (SCDCllrs) and Cambridgeshire County Councillors (CCCLlrs).

Council

- 83/26-27** **Policy and Procedures**
- To review the Ickleton PC Publication Scheme
 - To review the Ickleton PC Document Retention Policy
 - To review the Ickleton PC Record of Processing Activities (ROPA)
- 84/26-27** **Projects and Initiatives**
- Cemetery extension update.
 - To consider who will draft the plan for the cemetery extension.
 - To consider the engagement letter and invoice from Aubergine for the new website service, £598.80, in accordance with the quotation previously considered.
 - To consider the engagement letter and invoice from Cloudy IT for the new domain and Microsoft 365 services, including a set-up cost of £1,790 (£2,148 including VAT), in accordance with the quotation previously considered. Annual subscription costs are excluded.
- 85/26-27** **Tax and Finance**
- To note receipts:
 - Icene advertising - £144.00
 - Any income received after publication of the agenda.
 - To approve payment of September 2026 accounts:
 - T Pavelin, invoice 59, bin emptying, £80.00
 - Clerk's salary (confidential)
 - E&E Plumridge, invoice INV-5735, Icene printing, £199.50
 - Happy Branches, invoice INV-0109, tree works, £500.00
 - Illumin8 Training, invoice IPC390626, G39 Safety training, £150.00
 - Volunteer training mileage and expenses £128.20

- Cloudy IT, invoice INV-D-12783, IT upgrade set-up fee, £2,730.00, less credit note CN-8271 of £582.00, net £2,148.00
 - Aubergine, invoice AUB16888, Website set-up and registration, £598.80
 - HMRC payment, Quarter 2 26-27, Employer National Insurance, £142.80
 - Red Shoes, invoice 19290, payroll services, £54.00
 - C. Frankau, invoice 100, Grass cutting April-July 2026, £2,862.00
 - PKF Littlejohn, invoice SB20261422, 2025/26 External Audit, £378.00
 - Information Commissioner's Office, data protection fee, £47.00 - direct debit due 22 October 2026.
 - Unity Bank monthly fee, £7.00 - direct debit due 30 September 2026.
 - Corporate Card, September 2026: Amazon, table tennis bats, £26.72 and Corporate Card monthly charge £3.00 - direct debit to be taken 23 September 2026.
- iii. To consider and approve any invoices received after publication of the agenda that are due for payment before the next meeting.
 - iv. To receive bank reconciliation.
 - v. To note bank account balances. Current account: £38,344.15; Instant access account: £15,318.75; total: £53,662.90
 - vi. To consider the Parish Council response to the Consultation on the proposed new Proper Practices Framework.
 - vii. To receive the External Auditor's Report and Certificate and consider any action required.
 - viii. To note that the Notice of Conclusion of Audit along with AGAR sections 1, 2 and 3 have been published on the Parish Council website.

86/26-27 Organisation and Roles

- i. To consider whether to adopt the National Joint Council (NJC) pay scales for 2026/27, with effect from 1 April 2026.
- ii. To consider whether the Clerk's salary should progress from SCP 20 to SCP 21 with effect from 1 September 2026, following completion of three years' continuous service.
- iii. To consider whether to authorise up to 25 hours of overtime for the Clerk in connection with the implementation and setup of the Council's new IT systems and website.
- iv. To consider issuing the Clerk with a new NALC model employment contract reflecting the Council's agreed terms and conditions, contracted hours and salary scale.

87/26-27 Safety and Risk Management

- i. To consider whether the Parish Council wishes to undertake a valuation of the churchyard wall for insurance purposes.

88/26-27 Collaborations and Affiliations

- i. To note the Government's review of Local Government Reorganisation and the pause to the decision on local government reorganisation in Cambridgeshire and Peterborough.

Community

89/26-27 Churchyard and Cemetery

- i. To receive an update on the Parish Cemetery and consider any matters requiring Council action, including memorials, works, maintenance, safety and operational or policy matters.

90/26-27 Groups and Societies

- i. To consider what action to take in respect of the Village website which is currently funded by the Parish Council.

Environment

91/26-27 Land and Premises

Planning information from South Cambridgeshire District Council (SCDC)

- i. To consider any comments to be submitted to SCDC relating to planning applications:
26/03007/LBC – 8 Butcher's Hill. Removal of oil boiler and replace with an air-source heat pump (same size and location). Extension for comment granted until 17th September.
26/02942/HFUL – Abbey Farm, 14 Duxford Road. Form a new vehicular entrance and driveway, convert barn to ancillary residential accommodation, and alterations to fenestration and associated works. Comments by 23 September 2026.

26/02945/LBC – Abbey Farm, 14 Duxford Road. Convert barn to ancillary residential accommodation with alterations to the internal and external arrangement and fenestration. Comments by 23 September 2026.

- ii. To note SCDC planning decisions:
26/0644/TTPO - 7 Brookhampton Street. Walnut Tree - crown reduction back to previous cut, reduce by 2.5m of new growth from 13m current height to prevent branches contacting building, roof and guttering. **Decision: No objection.**
26/0835/TTCA – 28 Abbey Street. Ginkgo: Sever ivy at base of main stem up to 2m high; cut back branches overhanging boundary fence; reduce height by 1-1.5m down to previous pruning points. Greengage: sever ivy at base of main stem up to 2m high; cut back branches overhanging boundary fence; reduce height by 1-1.5m down to previous pruning points. **Decision: No objection.**
- iii. To consider any comments to be submitted to SCDC relating to tree works:
26/0980/TTCA - 2 Priory Farm Barns, Back Lane. Ash tree: Reduce crown by 2 metres (back to previous reduction points). Silver Birch: Reduce crown by 2 metres.
26/0982/TTCA – 33 Frogge Street. Acer Negundo: Reduce crown by 2 metres.
- iv. To note that emergency tree works were undertaken on a horse chestnut at the recreation ground following damage identified to a limb. The works were required immediately due to health and safety concerns. Cost £500.00.
- v. To consider whether to purchase two updated play park signs from P4B. Cost £36.14 each (£72.28 total).
- vi. To consider a request from the Coploe Pit Warden for Cambridge Conservation Volunteers to remove several areas of scrub and invasive perennial weeds, with associated volunteer expenses to be met by the Parish Council.
- vii. To consider whether the Parish Council wishes to apply to South Cambridgeshire District Council's Six Free Trees Scheme.

Leisure and Culture

92/26-27

Countryside

- i. To consider the Parish Council's response to the County Council's review of the Rights of Way Improvement Plan (ROWIP), including the Parish Council's priorities for the future of countryside access in Cambridgeshire.

93/26-27

Recreation

- i. To consider the Cricket Club's proposal to seek local business sponsorship towards the cost of new cricket net covers, with sponsors' logos displayed on the covers, and to provide the Council's views.

Social issues

94/26-27

Housing

- i. To receive an update from the Housing Working Group concerning the site-finding report.

Transport and Streets

95/26-27

Traffic Calming

- i. To note the successful completion of G39 Safety Training by a volunteer and receive an update on the installation of the new MVAS.

96/26-27

To receive an update on actions arising from previous meetings

97/26-27

To receive reports from working groups

98/26-27

Matters for Further Discussion

This item is at the discretion of the Chair and may include matters raised by Councillors for possible inclusion on a future agenda. No decisions can be made under this item.

99/26-27

Date and time of next Parish Council meeting

Wednesday 21 October 2026 at 7.30 pm

Any business or payments requiring consideration by the Parish Council must be submitted to the Clerk for inclusion on the agenda at least seven days before the meeting.

Close

Barbara Benn

10 September 2026