



Minutes of Ickleton Parish Council Meeting

Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall, Frogge Street, Ickleton, CB10 1SH.
Wednesday 16 September 2026 starting at 7.30 pm

Present: Cllr Simon Cheney, Cllr Steve Heaney (Chair), Cllr John Gidley, Cllr Philly Hamilton and Cllr Peter Wombwell.
In attendance: South Cambridgeshire District Cllr Peter McDonald and Barbara Benn (Clerk).

Open

The Chair opened the meeting at 7.30 pm

78/26-27 Open Forum for Public Participation. No members of the public were present.

Formalities

79/26-27 To receive apologies for absence. Apologies for absence were received and accepted for personal reasons from Cllr Lucy Davidson.

80/26-27 To receive declarations of interest relating to items on this agenda and consider requests for dispensations. None.

81/26-27 To approve as a correct record the minutes of the Parish Council meeting held on 19 August 2026. It was resolved that the minutes of the Parish Council meeting held on 19 August 2026 be approved as a correct record and signed by the Chair.

82/26-27 Reports from South Cambridgeshire District Councillors (SCDCllrs) and Cambridgeshire County Councillors (CCCllrs).

Items discussed:

Bus Service review

Highways Dashboard

Support for unpaid carers

Highway repairs

A505 junction improvements

See full report at Appendix A

Council

83/26-27 Policy and Procedures

- i. To review the Ickleton PC Publication Scheme. The Ickleton PC Publication Scheme was reviewed and approved for publication.
- ii. To review the Ickleton PC Document Retention Policy. The Ickleton PC Document Retention Policy was reviewed and approved for publication.
- iii. To review the Ickleton PC Record of Processing Activities (ROPA). The ROPA was reviewed and approved for publication.

Projects and Initiatives

- i. Cemetery extension update. A scoping document had been prepared and it was resolved that Cllr Cheney would respond on behalf of the Parish Council to enquire about next steps.
- ii. To consider who will draft the plan for the cemetery extension. It was agreed that the question of who would draft the plan would be considered further at the October 2026 meeting, following the outcome of the previous agenda item.
- iii. To consider the engagement letter and invoice from Aubergine for the new website service, £598.80, in accordance with the quotation previously considered. It was resolved that the Council confirm the appointment of Aubergine for the provision of the Parish Council website, approve the cost of £598.80 including VAT, authorise payment of the invoice, and authorise the Clerk/RFO to sign the engagement letter on behalf of the Parish Council.
- iv. To consider the engagement letter and invoice from Cloudy IT for the new domain and Microsoft 365 services, including a set-up cost of £2,148 including VAT, in accordance with the quotation previously considered. Annual subscription costs are excluded. The Clerk and Chair attended a meeting with Cloudy IT after publication of the agenda, at which the Parish Council's requirements were discussed. It was resolved that the resulting invoice for the revised requirements would be considered at the October 2026 meeting. It was resolved that the current invoice would not be paid.

Tax and Finance

- i. To note receipts:
 - Icene advertising - £144.00. Noted.
 - Any income received after publication of the agenda. None.
- ii. 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. It was resolved under agenda item 84(iv) that this invoice not be paid.
 - 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.

It was resolved that the payments listed above, with the exception of the Cloudy IT invoice, be approved for payment.
- iii. To consider and approve any invoices received after publication of the agenda that are due for payment before the next meeting. None.
- iv. To receive bank reconciliation. It was resolved that the bank reconciliation for August 2026 was approved and signed.
- v. To note bank account balances. Current account: £38,344.15; Instant access account: £15,318.75; total: £53,662.90. Noted.
- vi. To consider the Parish Council response to the consultation on the proposed new Proper Practices Framework. It was resolved that the Parish Council did not wish to respond.

- vii. To receive the External Auditor's Report and Certificate and consider any action required. The External Auditor's Report and Certificate were received. There were no recommendations from the External Auditor. It was resolved that no action was 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. Noted.

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. It was resolved that the Parish Council would adopt the NJC pay scales for 2026/27 with effect from 1 April 2026.

The Chair advised that agenda items 86(ii), 86(iii) and 86(iv) concerned the Clerk's employment, remuneration and contractual arrangements. The Clerk withdrew from the meeting while these matters were considered and determined. The Chair recorded the decisions made. The Clerk was invited to return once these matters had been considered and determined.

- 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. It was proposed by Cllr Gidley and seconded by Cllr Wombwell that this be approved. All Councillors present agreed. It was resolved that the Clerk's salary be increased to SCP 21 with effect from 1 September 2026.
- iii. To consider whether to authorise up to 25 hours of overtime for the Clerk in connection with the implementation and set-up of the Council's new IT systems and website. It was resolved that the Clerk be authorised to undertake up to 25 hours of overtime in connection with the implementation and setup of the Council's new IT systems and website, payable in accordance with the Council's agreed overtime arrangements.
- 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. It was resolved that the Clerk would provide a summary of the changes to the document and that this item would be considered further at the October 2026 meeting.

The Clerk returned to the meeting and was advised of the decisions made by the Council under agenda items 86(ii), 86(iii) and 86(iv).

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. It was resolved not to undertake a valuation at this time, pending a response from the Diocese of Ely regarding the wall's insurance status.

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. Noted.

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. A memorial permit application for grave number P10 was considered and it was resolved to approve the application.

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. It was resolved that the Parish Council would aim to close the website at the end of the contract term subject to discussions with interested groups who currently use the website.

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). It was resolved not to comment on this application.
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. This application has been withdrawn.
26/02945/LBC – Abbey Farm, 14 Duxford Road. Convert barn to ancillary residential accommodation with alterations to the internal and external arrangement and fenestration. This application has been withdrawn.
- 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. Noted.
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. Noted. The Clerk advised the Parish Council that notification of the following decision was received after publication of the agenda:
26/0819/TTCA – 1-3 Frogge Street. Rowan: fell. Decision: No objection. Noted.
- 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. It was resolved not to comment.
26/0982/TTCA – 33 Frogge Street. Acer negundo: Reduce crown by 2 metres. It was resolved not to comment.
- 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. The cost was £500.00. Noted.
- v. To consider whether to purchase two updated play park signs from P4B. The cost was £36.14 each (£72.28 total). It was resolved to approve the purchase of the signs.
- 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. It was resolved that the Parish Council would contribute up to £50 towards volunteer expenses.
- vii. To consider whether the Parish Council wishes to apply to South Cambridgeshire District Council’s Six Free Trees Scheme. It was resolved that the Parish Council would not apply for a tree this year.

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. It was resolved that Cllr Gidley would respond on behalf of the Parish Council.

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. It was resolved that the Parish Council would seek clarification about the size and placement of the logos.

Social issues

94/26-27

Housing

- i. To receive an update from the Housing Working Group concerning the site-finding report. An update will be prepared for the October 2026 meeting.

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. The Clerk and Cllr Gidley will liaise with Cambridgeshire County Council concerning the installation.

96/26-27

To receive an update on actions arising from previous meetings.

The Clerk will remind contractors about overgrowth on Butcher's Hill.

The Clerk will send letters concerning trees.

97/26-27

To receive reports from working groups

None

98/26-27

Matters for Further Discussion

Cllr Wombwell will seek a quotation for consideration by the Parish Council at a future meeting to cut back the hedge on the recreation ground and under the railway bridge.

Cllr Wombwell and the Clerk will assess the tree survey and prepare a plan for a future meeting.

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

The meeting closed at 9.45 pm

Signed:

Dated:

South Cambs Council**Council reaches carbon emission target**

South Cambridgeshire District Council has reduced net greenhouse gas emissions from the services and facilities it runs by 45.3% since 2018, hitting a milestone in reductions set in its 2020 Zero Carbon Strategy. The strategy includes a further target to reduce estate and operations emissions by at least 75% by 2030.

CPCA bus service review

The Cambridge & Peterborough Combined Authority (CPCA) launched a consultation in June on 'reimagining' the bus services across Cambridgeshire to implement the mayor's commitment to freeze the mayoral Council Tax precept, and to adjust services in the run up to the introduction of franchising. The precept freeze reduces funding by the rate of inflation (around 3–4% per year) so the required cuts are significant over the four-year mayoral term. The consultation aimed to improve value for money by focusing more closely on areas of greatest need and usage. This coincides with the expansion of the CPCA's Tiger on Demand service to replace less frequent conventional bus services.

The proposals following this consultation were published on 3 September in the agenda for the September CPCA Transport Committee meeting.

Agenda

<https://democracy.cambridgeshirepeterborough-ca.gov.uk/ieListDocuments.aspx?CId=138&MIId=694&Ver=4>

Service Review

<https://democracy.cambridgeshirepeterborough-ca.gov.uk/documents/s7450/Bus%20Services%20Reimagined%20-%20Service%20Change%20Proposals.pdf>

For us it means for example the 7A will be revised/changed in August 27 and the Tiger service may replace. The 26 and 17 service will be adjusted so need to look at these two and again a possible Tiger service replacement.

Mayors to be given Planning powers

The government announced on 23 August that mayors are to be given the power to override Local Planning Authority decisions on large housing developments as part of the government's devolution proposals. This will affect schemes with more than 150 homes, more than 15,000 square metres of commercial space, and buildings over 30 metres.

Decisions must still follow the planning rules, the local plan, and national policy. Applicants keep the right of appeal, and ministers retain a backstop power to intervene themselves.

Mayors outside London will also be able to charge a levy on development to fund major infrastructure, using the same tool that helped deliver the Elizabeth line, which has boosted rail capacity, supported housing growth and regeneration, and become the UK's busiest railway service.

Local Government Reorganisation

This has been postponed – again !

Home Energy Upgrade Guide

A new edition of the Home Energy Upgrade Guide for residents across Cambridgeshire and Peterborough is now available. The guide has been developed through the Cambridgeshire Energy Retrofit Partnership (CERP), working as Action on Energy, a partnership of local authorities across the region and is funded by the Cambridgeshire and Peterborough Combined Authority (CPCA). It provides practical information to help residents improve the comfort and energy efficiency of their homes. It includes advice tailored to different

house types, information on insulation, heating systems and renewable technologies, guidance on when to seek professional support, and details of available grants and services. Please help publicise this to residents.

<https://www.actiononenergycambs.org/guidance-and-installation/>

Cambs County Council

Unpaid Carers Support

Unpaid carers across Cambridgeshire are being invited to share their experiences to help shape the future of support services in the county. Cambridgeshire County Council is bringing together unpaid carers, people with lived experience, local organisations and others with an interest in supporting carers to design future Adult Carers Support Services.

The workshops will build on feedback already shared by carers and provide another opportunity for people to influence how support is delivered in the future

The council is keen to hear from people who provide care for family members, friends or neighbours, as well as young adult carers and others with experience of caring. Their insights will help ensure future services reflect the needs of carers and the people they support.

A series of workshops will take place between September 2026 and March 2027, giving participants the opportunity to help develop future service priorities, shape how services are delivered and contribute to wider commissioning plans. There is no expectation that people attend every session, with all involvement welcomed based on individual availability and interests.

The first workshop will take place on Friday 18 September 2026, from 10.30am to 12.30pm at Huntingdon Library. During the session, participants will explore priorities for future carers' services and help shape the outcomes they would like those services to achieve.

This work also supports The Big Conversation on Care, which launched on 29 July and is the largest public conversation about adult social care in a generation. It aims to give people across England a direct opportunity to influence the future development of a National Care Service and help shape how care and support will be provided for years to come. To learn more about The Big Conversation on Care and share your views, visit:

www.caseycommission.co.uk/bigconversation/

The council is committed to making the workshops accessible and inclusive. Anyone with accessibility requirements or communication needs is encouraged to discuss these when booking so that appropriate support can be provided.

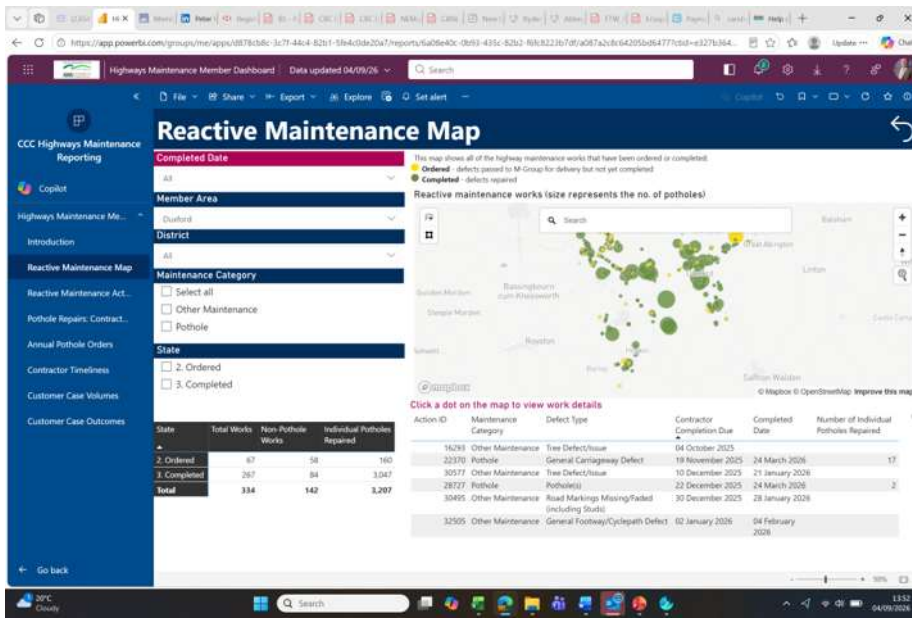
Anyone interested in taking part, or who would like more information, can contact

Commissioning.FPTeam@cambridgeshire.gov.uk.

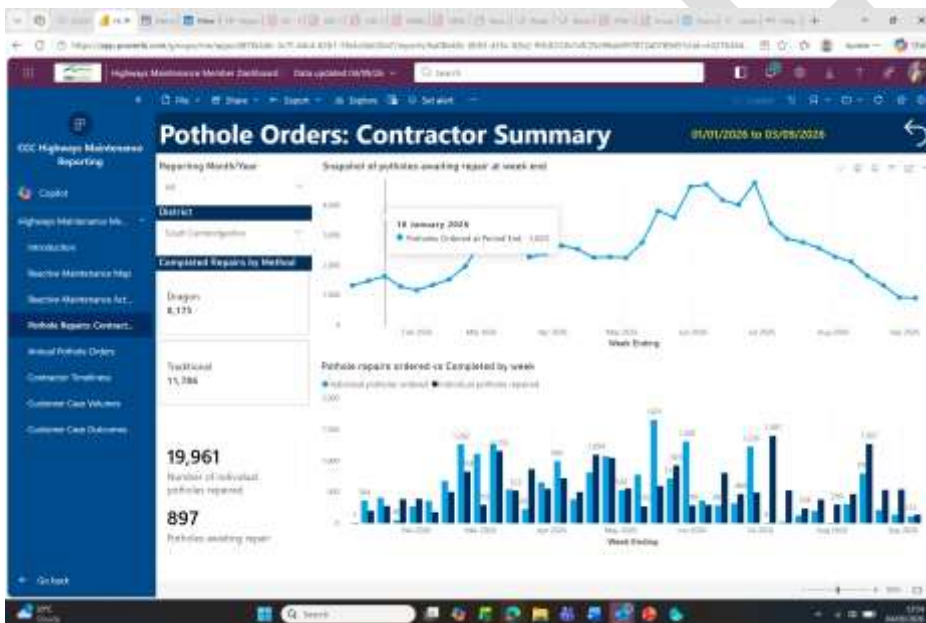
New Highways Dashboard

County Highways are developing a new dashboard for Members and for residents. The first stage for Members is being rolled out in September. It will allow Members to see what is happening in their Division.

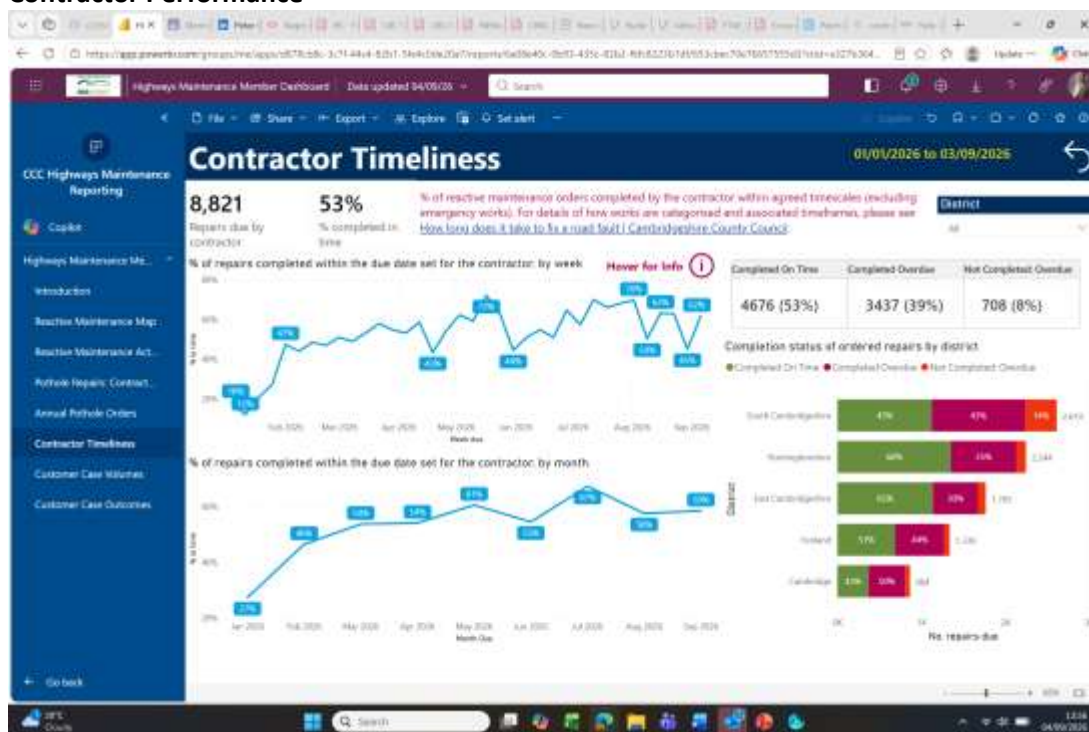
Summary Dashboard for Duxford Division



Pothole Contractor Status S Cambridgeshire



Contractor Performance



Case Outcomes



I will be in touch to arrange briefings for Highways PC reps to explore this further.