

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON
TUESDAY 5th NOVEMBER 2024 AT 7.00PM AT MILLFIELDS PAVILION**

PRESENT:

Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr R Fountain
Cllr D Jackson
Cllr E MacPherson
Cllr E McNeill
Cllr S Mortlock
Cllr J Neish
Cllr C Pearce
Cllr M Williamson

IN ATTENDANCE:

Miss J Bowd (Parish Clerk)
Mrs A Jackson – Assistant to the Parish Clerk

There was 1 member of the public present.

The Chairman welcomed and introduced Cllr N Dyne to members.

88. Apologies.

To receive and accept Apologies for Absence.

Cllr A Holloway - personal
County Councillor K Reynolds - personal
District Councillor P Hodgson-Jones - personal

District Councillor J Neish advised members that District Councillor P Hodgson-Jones is currently recovering from surgery and may be unable to attend meetings for a while.

89. Declarations of Interest.

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

None

90. Minutes.

(i) To confirm the Minutes of the Meeting held on 1st October 2024.

Cllr E McNeill noted that item 76 had a grammatical error.

Resolved: That with the above amendment the minutes of the meeting held on 1st October 2024 be signed as a true and correct record (Prop Cllr A Whyte, 2nd Cllr E MacPherson) 8 in Favour, 2 abstentions.

91. Public Forum.

To allow any member of the public to address the council on matters on the agenda.

Time Allowed 10 minutes.

A resident spoke regarding the lighting at Overcote Lane car park and requested Council to consider installing more streetlights.

Cllr R Fountain advised members that the VHT have replaced the light on the Parish Office with a more powerful light.

92. Policing

92.1 Neighbourhood Policing Team – Any Issues and Concerns.

Noted

92.2 To note the “coffee with a cop” session Thursday 21st November 12.30-2pm at Chatters.

The Clerk advised that the “coffee with a cop” session is on 28th November not 21st November. This will be advertised on Facebook.

93. District and County Councillor Reports.

To receive verbal reports from district and county councillors.

County Councillor K Reynolds provided an email report to members.

District Councillor J Neish reported:

- HDC grant funding is now available to install an electrical waste bin in the Parish and asked Council to consider applying.
- Bluntisham Road – the temporary 30mph speed signs keep being moved. Awaiting official signs to be installed. Parish Council to consider what other speed restrictions may be needed after the safety audit is completed.
- A141 consultation – cannot see how the proposed improvements will help Needingworth’s traffic issues and encourages all individuals to comment on the proposals.
- Local Plan – all individuals can review the Local Plan and make comments.
- Christmas waste collection details have been published.
- HDC CIL funding grant applications have now opened and close January 2025.
- Budgeting has begun and there is no black hole in HDC funding.

94. To note the resignation of Cllr S Martin.

The Chairman requested the Clerk to write to Cllr S Martin thanking her for her time on the Council. All agreed.

Noted

95. Committees.

To note the following draft minutes.

- (i) Planning & Finance 15th October 2024.

Noted

- (ii) Leisure Facilities 15th October 2024.

Noted

96. Clerk’s Report.

To receive written report.

5th November 2024

Meeting Dates: –

Budget meeting 26th November 2024 – all members

Full Council – 3rd December 2024

Committees – 19th November 2024 – Environment, Planning & Finance, Consultation (local plan – all members)

Items to report.

- Remembrance day Sunday 10th November 2024.
Road closure orders for Remembrance Day posted 18th October 2024.
If you are helping with road closures, please meet at 10.45am the Clerk will allocate responsibility and issue hi viz tabard.
- Village hall Defibrillator collected Saturday 5th October put back into service Monday 7th @8.20am
- 7/10/24 CCC LHI BID 2024/25 – Footpath Mill Way unsuccessful, now confirmed.
- New office printer installed 9th October 2024.
- £5 refund received from Wellers Hedly regards to work for Bowls club lease.
- Chairman & Clerk will be attending meeting at St. Ives Town Council 7th November to discuss HDC Local Plan.
- CCC have advised of the second round of weed spraying. Needingworth should be completed on 4th November 2024. (weather permitting)

Cllr A Whyte reminded Councillors that it is Remembrance Sunday this week and also asked members to take note of future meeting dates.

97. Finance and Risk.

- 97.1 To approve payments made within the Clerks delegated powers.

None

- 97.2 To approve accounts for payment made for the period 2/10/24-4/11/24

- Resolved:** That the accounts for payments made for the period 2/10/24 – 4/11/24 totalling £11802.64 be approved. (Prop Cllr E MacPherson, 2nd Cllr C Pearce) All in favour.
- 97.3 To approve accounts for payment to be made on 7th November 2024
Charlie Vince Tree Surgery invoice for £2934.00 work has not been completed.
Resolved: That the Charlie Vince Tree Surgery invoice for £2934.00 not be approved for payment until the work is completed. (Prop Cllr E McNeill, 2nd Cllr E MacPherson) All in favour.
Resolved: That the following payments: KTS, Monthly maintenance charge - £94.89, Holywell-cum-Needingworth PCC, table for Xmas Bazaar - £10.00, Shire Trees Limited, emergency tree work Holywell - £3000.00, Needingworth Village Hall Trust, electricity to office - £174.90 and KTS, Monthly maintenance charge November - £94.89 totalling £3374.68 be approved. Function 28 Invoice no. 16004 paid twice - on 3rd October 2024 & 17th October 2024, company advised – payment made on 17th October 2024 will be allocated to invoice no. 16154 (Prop Cllr E MacPherson, 2nd Cllr J Neish) All in favour.
- 97.4 To note the budget report as at 28th October 2024.
Noted
- 97.5 To note the bank reconciliation as at 30th September 2024.
Noted
- 97.6 To consider further improvements to Overcote Lane car park
The Chairman advised members:
- this issue was raised at a Parish Council surgery.
 - The length of the path is 21.5m.
 - Need to consider installation costs.
 - May want to consider birds mouth fencing as an alternative to options given.
 - Also to consider whether to use CIL for the project.
- Members agreed a solution needs to be found. Suggested that advice is sought regarding the height of the fencing to ensure drivers are aware of it.
- Resolved:** That quotes are sought for the standard guard rail fencing including installation and that the project be funded from CIL. (Prop Cllr E MacPherson, 2nd Cllr M Williamson) 9 in favour, 1 abstention.
- 97.7 To appoint an internal auditor for financial year ending 31st March 2025.
Resolved: That CAPALC be appointed as internal auditor for financial year ending 31st March 2025. (Prop Cllr E MacPherson, 2nd Cllr C Pearce) All in favour.
- 97.8 To consider quotes for repair to base of village sign.
Resolved: That the quote from Green Room Gardens at a cost of £1150 +VAT be accepted. (Prop Cllr S Mortlock, 2nd Cllr J Neish) All in favour.
- 97.9 To note the change in interest rates – Redwood Bank.
Noted
- 97.10 To note receipt of £10,000 from Redwood Bank and approve transfer to Cambridge Building society.
Resolved: That the £10,000 from Redwood Bank to be transferred to Cambridge Building Society be approved (Prop Cllr A Whyte, 2nd Cllr E McNeill) All in favour.
- 97.11 To approve Cllr Dyne request to attend NALC course: empowering the young Councillors of tomorrow.
Resolved: That Cllr Dyne's request to attend NALC course: empowering the young Councillors of tomorrow be approved. (Prop Cllr E McNeill, 2nd Cllr D Jackson) All in favour.

- 97.12 To note the Local Government services pay agreement 2024/25 and resolve to adopt increase as advised.
Resolved: That the Local Government services pay agreement 2024/25 is noted and the increase as advised be adopted. (Prop Cllr M Williamson, 2nd Cllr E McNeill) 8 in favour, 2 abstentions.
- 97.13 To receive a report on the ongoing complaint with Sovereign play regarding the Spacenet and agree actions.
Councillors received an update on the ongoing complaint with Sovereign play regarding the Spacenet.
Resolved: That Council wait for a reply from the Solicitor and continue to monitor the area. (Prop Cllr E MacPherson, 2nd Cllr A Whyte) All in favour.

98. Village Hall.

- 98.1 To note minutes of Village Hall Trust meeting 21st August 2024.
Cllr E MacPherson raised concerns regarding the maintenance of the Village Hall and queried whether the Council should be undertaking an inspection of the building to check on the condition of the building.
Cllr R Fountain advised that the 2 leaks have been repaired.
Noted
- 98.2 To note the letter from Needingworth Village Hall Trust dated 27th October 2024.
Cllr J Neish reiterated that depending on the changes to the plans the VHT may have to apply for an amendment to the original planning application or submit a new planning application.
Noted

99. Planning.

- 99.1 To consider the following application(s) received.

- (i) 24/01951/TREE Yew Tree to be reduced and shaped from approx 13m to half i.e. 6.5m.
6 Church Street Needingworth St Ives PE27 4TB

Resolved: That the application be supported. (Prop Cllr A Whyte, 2nd Cllr M Williamson) 9 in favour, 1 abstention

100. Community engagement

- (i) To appoint working party for VE Day 80 event and approve terms of reference.
Resolved: That the VE Day 80 working party terms of reference as appendix A be approved. (Prop Cllr A Whyte, 2nd Cllr C Pearce) All in favour.
Resolved: That Cllr E MacPherson and Cllr S Mortlock be appointed to the VE Day 80 working party and that the Clerk and Mrs S Martin be co-opted on to the working party. (Prop A Whyte, 2nd Cllr C Pearce) All in favour.
- (ii) To receive a verbal update on plans to date for VE 80.
Cllr E MacPherson advised members of the preliminary arrangements:
- Event on 8th May 2025, 6pm – 10pm. Beacon lighting at 9.30pm.
 - Event to take place in the Village Hall & request VHT to run a bar.
 - Refreshments – tea/coffee.
 - Newsreel will be shown in the background.
 - Banners will be purchased.
 - Entertainment – considering singers, choice of individual singer or 3 singers through the decades.
- Resolved:** That entertainment is booked subject to terms & conditions and insurance to be ratified at Planning & Finance meeting on 19th November. (Prop C Pearce, 2nd Cllr J Neish) All in favour.
- (iii) To receive a report on Parish Council surgery 10th October 2024
Nothing to report. Cllr E McNeill suggested reviewing the time of the Parish Council surgery and changing to an earlier time.

101. Correspondence.

To receive correspondence and agree **any actions:**

- (i) To consider request from relatives for a memorial bench or plaque Mill Way cemetery.
Resolved: That the request from relatives for a memorial bench or plaque Mill Way cemetery be declined and the relatives be encouraged to have the cremation tablet re-inscribed. (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour

- (ii) To note the Briefing note for Trinity Business Park - Barnack Estates UK Ltd.
Noted
- (iii) To note the Fens Reservoir - EIA Scoping and Consultation and Regulation 11 Notification.
Noted

102. Items to report (for information only and not for resolution.)

- Cllr J Neish requested a future agenda item to consider measures for speed reduction on Bluntisham Road. He further advised that St Ives Fire station is locating to Compass Point.
- Cllr E McNeill reported that several residents have thanked the Council for the cutting of Falklands Walk. She further reported an issue with parking on the verge on Back Lane, Holywell. There have been two near misses with pedestrians.
- Cllr N Dyne advised there have been 21 applications to get the Riverbank Walk to a public footpath. He also noted the new 'No Parking' signs on Holywell Front and queried what the consequence for cars parked there.
- Cllr R Fountain advised members that the VHT have engaged Bright Architectural Solutions who work closely with Simon Ward for the new plans for the Village Hall extension. They have the initial plans and expect the full plans soon. He further advised members that he has received a message from a member of the public regarding the design of the bollards stating that gravel falls into the tube and there is no drainage, so water sits in the bottom of the tube.
- The Clerk advised that the John Deere X354 had broken down and had to be towed back to Millfields. Ben Burgess will be attending on Thursday 7th November.

There being no further business the meeting closed at 8.27pm.

Chairman

Date

APPENDIX A

HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL

VE Day 80 Working Party

Terms of Reference

OVERALL RESPONSIBILITY

Take delegated responsibility on behalf of the Parish Council for the organisation of an event for VE -Day 80 May 2025.

For ensuring that the Parish Council is complying with all aspects of the law, relevant regulations and good practice.

COMPOSITION AND REPORTING

The VE-Day 80 Working Party will consist of maximum 5 Parish Councillors and the Parish Clerk, all of whom should have an interest in the organisation of an appropriate event
A Chairman will be elected from the Councillors.

The working party may co-opt to the group as they deem appropriate.

The Parish Council staff will be responsible for the budget of £1500

The D-Day 80 working party will report back regularly and at least every month to the Parish Council. Their final recommendations to the full Parish Council should be received and approved no later than the end of February 2025.

MAIN DUTIES

(i) General

- To define an appropriate event to mark VE-Day 80 for which the Parish Council is responsible.
- To investigate on behalf of the Parish Council any financial or administrative matter relating to the Parish Council event.
- To seek guidance from external sources as appropriate.
- To ensure there is coordination and good working relationships between all parties concerned.
- To provide a written report of all VE-Day 80 working party meetings for review at meetings of the Parish Council.