MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON TUESDAY 2nd SEPTEMBER 2025 AT 7.00PM AT MILLFIELDS PAVILION

PRESENT:
Cllr A Whyte (Chairman)
Cllr R Fountain
Cllr D Jackson
Cllr E MacPherson
Cllr S Martin
Cllr E McNeill
Cllr S Mortlock
Cllr J Neish
Cllr C Pearce

IN ATTENDANCE:

Miss J Bowd (Parish Clerk)

Mrs A Jackson (Assistant to the Parish Clerk)

CCC Cllr A Bulat

There were no members of the public present.

65. Apologies.

To receive and accept Apologies for Absence.

Cllr C Norman - personal
Cllr G Norman – personal
District Councillor P Hodgson-Jones - personal

66. 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.

Item 73.2 Cllr A Whyte – Pecuniary – Chairman's allowance

Item 73.11 Cllr R Fountain – Pecuniary – Village Hall Trustee

Item 77 (v) Cllr R Fountain - Pecuniary – Village Hall Trustee

Item 77 (vi) Cllr S Mortlock – Non-Pecuniary – Neighbouring property

67. Minutes.

(i) To confirm the Minutes of the Meeting held on 5th August 2025

Cllr Mortlock advised of a typo in item 52 'cub' should read club.

Resolved: That the minutes of the meeting held on 5th August 2025 be signed as a true and correct record. (Prop Cllr C Pearce, 2nd Cllr E MacPherson) 6 in favour, 3 Abstentions.

68. Public Forum.

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

Time Allowed 10 minutes.

None

69. Policing

69.1 Neighbourhood Policing Team – Any Issues and Concerns.

Clerk advised members that the civil parking enforcement had been in the village and found no issues with parking.

70. District and County Councillor Reports.

To receive verbal reports from district and county councillors.

CCC Cllr A Bulat provided a written report. CCC Cllr A Bulat advised that the Local Government Reorganisation now has a 4th option of Huntingdon splitting from St Ives, which she has received lots of objections from residents to this option. She asked members to let her know any issues and she will highlight any areas of concern.

Cllr R Fountain commented that the road surface between Needingworth roundabout and the Morrisons roundabout has deteriorated and asked if there was an update as to when this will be resurfaced.
CCC Cllr A Bulat will contact the Highways Officer for an update.

Cllr J Neish reported:

- Local Government Reorganisation – there was no costings carried out by Local Government and will cost the County and District a lot of time and money. There is unlikely to be any savings made from the reorganisation.
- Civil Parking Enforcement – officially started on 1st September 2025, during August over 500 warnings were given out. They cannot enforce parking on the pavement or parking too close to a junction.
- Local Planning Advisory Group – call for sites have advised HDC that Gifford Farm falls within Needingworth's boundary and not St Ives.
- CIL funding – 27th September – 19th December 2025 Parish Council could bid for funding for a large project. Decision on successful bids will be made March 2026. Village Halls are also able to bid.
- A141 Group – continue to voice views that issues around St Ives area have not been addressed.

Cllr D Jackson asked whether there was any update regarding the hedge removal at the chicken farm.
District Councillor J Neish advised that he has not received a response from planning but will follow up.
Cllr Mortlock commented that the Parish Council should consider applying to the CIL fund for solar panels at Millfields or for improvements to the land near the cemetery.

71. Committees.

71.1 To note the following draft minutes:

(i) Leisure Facilities 19thJuly 2025.
Noted

(ii) Planning & Finance 19thJuly 2025.
Noted

(iii) HR 19thJuly 2025.
Noted

72. Clerk's Report.

To receive written report.
Meeting Dates: –

Full Council – 7th October

Committees – 16th September 2025 Environment, Planning & Finance, Consultation.

Items to report.

- TTRO application submitted to CCC re Remembrance Day 2025.
- Road markings refreshed at junction of A1123 Bypass and Bluntisham Road entrance to the village.
- Disabled parking bollards/signs installed in car park Overcote lane.
- AWS Fens Res Upcoming NI Survey 4866 & 4869. Two planned non-intrusive bat surveys due to take place at title(s) CB200698 between the dates of 26th to 29th August.
- Weekend of 16/17th August light on planter damaged. Replacement set ordered 18/8/25, excess lights will be kept for future use.
- Co-op bank have advised that w.e.f.22/10/25 interest rate on instant access savings account is reducing from 1.23% to 1.15%
- 20/8/25 insurance claim UKPN has now been concluded and closed.
  Payment of £2775.41 has been made.

Cllr E MacPherson advised that she has received positive responses to the new disabled parking spaces in the car park.

73. Finance and Risk.

73.1 To approve payments made within Clerk delegated powers for period
Resolved: That the following payments made within Clerk delegated powers on 20/8/2025 Transfer from PSR to Current account £10,000.00 be approved. (Prop Cllr E MacPherson, 2nd Cllr S Mortlock) All in favour.

Cllr A Whyte leaves the meeting 7.17pm

Cllr S Mortlock takes the Chair for item 73.2

73.2 To approve accounts for payment on 4th September 2025.
Resolved: That the following payments: Clear Insurance - £3,340.69, ESPO, Bin bags, Bowl, Air freshener, Gloves, Blue Roll, Inv No. 7805861 - £167.82 – Credit Note 7685774 £42.60 = £125.22, Cllr A Whyte, Chairman's Allowance – 2nd quarter - £75.00, Core Synergy Ltd, Website monthly fees, Invoice No. 17660 - £36.00 KTS Computers Limited, KTS Computers Ltd IT support, Invoice No. 250625 - £94.89 and AJG -Fleet policy £1094.37 totalling £4766.17 be approved. (Prop Cllr E MacPherson, 2nd Cllr E McNeill) All in favour.

Cllr A Whyte returns to the meeting 7.18pm

73.3 To approve accounts for Payment made for the period 6th August – 2nd September 2025.
Resolved: That the accounts for payment made for the period 6th August - 2nd September 2025 totalling £16588.48 be approved (Prop Cllr E MacPherson, 2nd Cllr D Jackson) All in favour.

73.4 To note the budget report as at 26th August 2025.
Noted

73.5 To note the bank reconciliation as 31st July 2025.
Noted

73.6 To approve renewal of Cyber insurance policy due 3rd October 2025.
Resolved: That the renewal of Cyber insurance policy due 3rd October 2025 at a cost of £226.60 be approved. (Prop Cllr J Neish, 2nd Cllr E MacPherson) All in favour.

73.7 To consider quotes for fencing repairs Millfield's (Main gate and access road)
Resolved: That this item is deferred to item 79. (Prop Cllr E MacPherson, 2nd Cllr S Mortlock) All in favour.

73.8 To consider quotes for resurfacing u12's play area and remedial works as identified in RoSPA report 2025.
Resolved: That further quotes are sought for the resurfacing U12's play area from companies that will visit the site. (Prop Cllr J Neish, 2nd Cllr E McNeill) All in favour.
Resolved: That the quote of £475.96 + VAT from Wicksteed for the maintenance of the play equipment be accepted (Prop Cllr S Mortlock, 2nd Cllr J Neish) All in favour.
Resolved: That the payment for the maintenance of the play area be paid from CIL funds (Prop Cllr J Neish, 2nd Cllr E MacPherson) All in favour.

73.9 To approve the purchase of 2 replacement trees for Overcote playing field.
Resolved: That the purchase of 2 replacement trees for Overcote Lane playing field be approved. Maximum budget £200 (Prop Cllr E MacPherson, 2nd Cllr S Martin) All in favour.

73.10 To approve Solicitors undertaking ref purchase of Holywell Wood.
Clerk advised members that the sellers solicitor's will limit their expenses to a maximum of £120.
Resolved: That Solicitors undertaking ref purchase of Holywell Wood is approved. (Prop Cllr E Mc Neill, 2nd Cllr C Pearce) All in favour.

Cllr R Fountain leaves the meeting 7.35pm

73.11 To consider report of Fire Safety parish office and agree actions.

A discussion took place as to who should have liability for the invoice but as this is a health & safety concern the works will be carried out as soon as possible.

Resolved: That the work to link the office fire alarm into the Village Hall system and vice versa be approved and paid. Clerk to liaise with the Village Hall Trust. (Prop Cllr J Neish, 2nd Cllr C Pearce) All in favour.

Cllr R Fountain returns to the meeting 7.43pm

74. Community Engagement.

74.1 To approve dates & representatives at Parish Council surgeries 2025/26.

Resolved: That Cllr C Norman, Cllr E McNeill, Cllr J Neish, Cllr R Fountain, Cllr A Whyte and Cllr E MacPherson are the representatives and the dates as presented up to May 2026 be approved. (Prop Cllr A Whyte, 2nd Cllr E McNeill) All in favour.

75. Policy

To adopt the following policies:

(i) Biodiversity Policy and Action Plan

(ii) Environmental strategy & implementation plan 2026-27

(iii) Local government code of conduct for Councillors.

Resolved: That the Biodiversity Policy and Action Plan, Environmental strategy & implementation plan 2026-27 and Local Government Code of Conduct for Councillors be adopted (Prop Cllr J Neish, 2nd Cllr C Pearce) All in favour.

76. Churchyard

To consider notes on the P/C /PCC Meeting of August 4th at St. John the Baptist Church Holywell, receive an update from the Clerk and agree actions.

Members discussed the report. Clerk advised members that the Parish Council responsibility is to maintain the closed churchyard to a level that it was when taken over in 1976, however there is nothing on record showing the state of the churchyard in 1976. The Clerk further advised that, having contacted the Diocesan board a faculty is not required for work on the fence.

Resolved: That the Clerk meets with the groundsmen to discuss maintenance of the churchyard (Prop Cllr A Whyte, 2nd Cllr E McNeill) All in favour.
Resolved: That quotes for repairing the coping stones be sought. (Prop Cllr E McNeill, 2nd Cllr E MacPherson) 4 in favour, 2 against, 3 abstentions.
Resolved: That the quote for £66.00 + VAT from Green Room Gardens to remove the dead conifer be approved. (Prop Cllr E MacPherson, 2nd Cllr E McNeill) All in favour.
Resolved: That a 2nd quote for the repair of the fence is sought. (Prop Cllr A Whyte, 2nd Cllr E McNeill) All in favour.

77. Correspondence.

To receive correspondence and agree **<u>any actions:</u>**

(i) To consider an up-to-date report on plans for an AED at Turnpike Close Needingworth. Cllr J Neish and the Clerk met with a resident regarding the AED. Issues have been raised with the responsibility to pay for the electricity required for the AED. The Clerk suggested investigating a solar powered option – Turtle offers a solar & wind powered cabinet for £3200 + VAT and recommended AED at a cost of £850 + VAT. This would need to be installed on a concrete base so approx. overall cost of £5k. The Clerk will meet

remotely with Community Heartbeat on 4th September to investigate whether they have an option for this.
Resolved: That if the Clerk gets further information this is taken to Planning & Finance on 16th September 2025 (Prop Cllr J Neish, 2nd Cllr E MacPherson) All in favour.

(ii) To consider attendance at CAPALC annual conference 19th September 2025.
Resolved: That the Clerk and Assistant to the Clerk's attendance at CAPALC annual conference 19th September 2025 be approved. (Prop Cllr E McNeill, 2nd Cllr J Neish) All in favour.

(iii) To note letter of thanks regarding permission to pump.
Noted

(iv) To note email of confirmation: Bus stop provision - H/17/01687/OUT, Development at Bluntisham Road, Needingworth
Noted

(v) To consider advice from SLCC Environment & Sustainability officer regarding electricity as supplied to Parish office and agree actions.
Cllr R Fountain advised members that the solar installation was wired directly into the Village Hall's distribution board to minimise the cost to the Village Hall. He further commented that a precedent has been set that the Parish Council pay for their electricity and thinks that the PC should honour the agreement that was made.

Cllr R Fountain leaves the meeting 8.23pm

Members had a robust discussion regarding the increase charges of the total cost in 2022 of 7.18% to 24.44% in 2023 and the report provided by the SLCC Environment & Sustainability officer.
Resolved: That the electricity bill is not paid until the Village Hall supply a copy of the relevant electric invoice. (Prop Cllr D Jackson, 2nd Cllr J Neish) All in favour.

Cllr A Fountain returns to the meeting 8.31pm

(vi) To consider request for tree works Engineers Wood.
Cllr S Mortlock advised that there are three silver birches along her property line that are dying. The risk is not just falling across their fence but to anyone walking in the vicinity.

Cllr S Mortlock leaves the meeting at 8.34pm

Resolved: That advice is sought on work needed along with quotes. (Prop Cllr A Whyte, 2nd Cllr E McNeill) All in favour.

Cllr S Mortlock returns to the meeting at 8.35pm

(vii) To consider correspondence relating to speed reduction measures Church Street, Needingworth.
Resolved: That this proposal is considered alongside other projects for a LHI bid (Prop Cllr J Neish, 2nd Cllr E McNeill) 7 in favour, 2 abstentions.

(viii) To note CCC notice of intention to TTRO Overcote Lane and consider any response.
Noted

78. Items to report (for information only and not for resolution.

- Cllr S Mortlock commented that previous concerns were raised around the potential loss of the Post Office once the One Stop is sold. However, apparently any buyer of the One Stop has to take on the Post Office.
- Cllr E MacPherson requested the Christmas Tree be added to the October agenda for discussion.
- Cllr R Fountain reported a foul smell last weekend coming from the chicken farm area. Unsure whether it was from the chicken farm, local farming or the sewage works.
- The Clerk reported:
  1. Litter pick on Friday 5th September 2025
  2. TTRO Hawkes Lane and Church Street to investigate the drainage.
  3. Two bat surveys for Falklands Walk – 26- 29 August 2025 and 8th September 2025.
  4. PFHI Bid for a flashing speed sign on Overcote Lane has been submitted.
  5. TTRO to put in a toucan crossing by MacDonalds. Two phases with the first phase having overnight closures. The Clerk will send the details to Councillors by email.

79. To resolve to close the meeting to members of the public due to the confidential nature of the items to be discussed.

Resolved: That the remainder of the meeting be closed to the public due to the confidential nature of the business to be discussed. (Prop Cllr E MacPherson, 2nd Cllr C Pearce) All in favour.

Meeting closed 8.47pm

80. To review notes from the meeting with CCC Enforcement officer.
81. To approve Encampment action plan.
82. To reopen the meeting to members of the public.

Meeting re opened 9.07pm

No members of the public returned

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Being no further business the meeting closed 9.08pm

Chairman
Date