

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON
TUESDAY 7th OCTOBER 2025 AT 7.00PM AT MILLFIELDS PAVILION**

PRESENT:

Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr R Fountain
Cllr S Martin
Cllr S Mortlock
Cllr J Neish
Cllr C Norman
Cllr G Norman
Cllr C Pearce

IN ATTENDANCE:

Miss J Bowd (Parish Clerk)
Mrs A Jackson (Assistant to the Parish Clerk)
CCC Cllr A Bulat
4 Representatives for Accent Group
There were 2 members of the public present.

83. Apologies.

To receive and accept Apologies for Absence

Cllr D Jackson-Personal
Cllr E MacPherson – Personal
Cllr E McNeill - Personal

84. 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 92.13 Cllr R Fountain – Pecuniary – Village Hall Trustee

Item 95 Cllr R Fountain – Pecuniary – Village Hall Trustee

Item 94.1 Cllr J Neish – Non-Pecuniary – Member of HDC/ DMC

85. Minutes.

(i) To confirm the Minutes of the Meeting held on 2nd September 2025.

Resolved: That the minutes of the Meeting held on 2nd September 2025 be signed as a true and correct record (Prop Cllr C Pearce, 2nd Cllr S Martin) 6 in favour, 3 abstentions

**86. To receive a presentation from Accent group regarding planning application
23/01002/OUT**

Access and associated works. Approval sought for Access to Overcote Lane only at this stage with Layout, Landscaping, Scale and Appearance as reserved matters.

Time Allowed 10 minutes.

Representatives gave an overview of the development and provided draft plans to members. The company are keen to work with the community in delivering the project and are happy to return to any future meetings.

A representative advised an updated odour survey has been completed over 3 days and in 7 locations in August. The results showed no change from the original survey. The noise survey was carried out 2 weeks ago and report awaited which they will share.

Council asked a series of general questions which Mr Ahmed answered.

87. Public Forum.

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

Time Allowed 10 minutes.

None

88. Policing

88.1 Neighbourhood Policing Team – Any Issues and Concerns.

Clerk advised members that she is waiting for the next date for 'Coffee with a cop'.

89. District and County Councillor Reports.

To receive verbal reports from District and County Councillors.

CCC Cllr A Bulat provided a written report. CCC A Bulat further reported:

- Local Government Reorganisation – options will be discussed at the October meeting and will vote for their preferred option. HDC are putting forward an option for Huntingdonshire to be a standalone Unitary Authority.
- Guided Bus – the speed limit will be lowered to 20mph – 30mph to allow for the construction of fences alongside the busway. This will increase journey times between Cambridge and St Ives. Meeting with Highways later this week.
- A141 consultation.
- Government have extended the holiday food scheme.

Cllr S Mortlock raised that motorists are turning right out of Morrisons and whether there are any improvements to the junctions that could be made. Also noted that CCC A Bulat attended the Needingworth Quarry meeting - there is lots of gravel being dropped at the A1123 junction and Needingworth roundabout which is dangerous for bikes.

CCC A Bulat will raise with highways and Brice Aggregates.

Clerk commented that several emails have been received stating that they are uncomfortable with the Union Jack flags flying from various lamp posts– these have been reported.

CCC A Bulat advised that graffiti will be removed. Flags will not necessarily be removed; staff safety will be considered.

District Cllr J Neish reported:

- Local Government Reorganisation – HDC are building a business case for Option E for Huntingdonshire to become a Unitary Authority with the existing boundaries to check if it would be viable. Government will ultimately decide.
- Enforcement – Sunrise Meadows a breach of conditions has been served. The permission was for 11 caravans – there are currently there are 50 – 60 caravans and the site has been expanded.
- Local Planning Advisory Group – the final draft, 460-page document with new and amended policies and sites being put forward to be consulted on being discussed on Monday. Will go to extraordinary cabinet meeting on 21st October, papers will be in the public domain 14th October. If approved the draft plan will go out for consultation 5 November for 6 weeks. It is important for parishes to have their say.
- Civil Parking Enforcement – We are now 2 months on from the Department for Transport designating Huntingdonshire as a Civil Enforcement Area which allowed us to take on on-street enforcement for a number of offences from the Police.

The team are still being met with positive reception from the public whilst out patrolling and we have also received written thanks residents who have struggled to access resident permit bays.

During August, a 4-week warning notice period was in operation.

- Off-street PCNs 111
- On-street Warning Notices 806

September has seen the move from warning notices to Penalty Charges:

- Off-street PCNs 218
- On-street PCNs 696

We are continuing to keep our **CPE FAQ** updated based on contact we receive and have added a new page to provide information on **Disabled Parking & Blue Badge Use** as rules surrounding usage vary across England.

- A141 consultation: A number of online and in person meetings being held. By CCC
- Several fire engines attended a property in Daintree on 7/10/2025, no one was hurt.

90. Committees.

90.1 To note the following draft minutes:

- (i) Environment 16th September 2025.

Noted

- (ii) Planning & Finance 16th September 2025.

Noted

91. Clerk's Report.

To receive written report.
7th October 2025

Meeting Dates: –

Full Council – 4th November 2025

Budget meeting 25th November 2025

Committees – 21st October 2025 Leisure Facilities, Planning & Finance, Consultation.

Items to report.

- Meeting dates for 2025/26 attached
- Community litter pick 5th September 2025, 5 residents no Councillors attended. Those who took part were very positive. Article to go into the next edition of Villager
- 9/9/25 Groundsmen removed broken limb from willow tree Holywell Front.
- 9/9/25 Wicksteed repaired safety surface under zip wire, matting was lifting on the corner nearest the spacenet.



- Work to repair the tractor shed, Overcote lane playing field booked for 20th October 2025.
- 17/9/25 CCC Highways officer – permission given for Tommy sign on right hand side of junction as you go into Holywell.
- Christmas Bazaar Saturday 6th December - Stall application submitted 17/9/25.
- Scrap metal collected 16th&18th September 2025. Just large roller remains.
- Tree works Holywell Front booked for 12th January 2026.
- Grass area Ashton Close reported to HDC – HPBTPWKS

Cllr S Mortlock queried whether the Yarn Bombers were happy with the location of the Tommy Sign. Clerk will check.

92. Finance and Risk.

- 92.1 To approve payments made within Clerk delegated powers for period
Resolved: That the following payments made within Clerk delegated powers: Wicksteed, Chains for accessible swing & carriage, Ref: WLLQ17294-02 - £273.42 be approved.
(Prop Cllr J Neish, 2nd Cllr S Martin) All in favour.
- 92.2 To approve accounts for payment on 9th October 2025.
Resolved: That the following payments: CAPALC, Annual Conference, Inv. No. 5574 - £75.00, Holywell-cum-Needingworth Pre-school, Stall at Xmas Bazaar - £10.00, Parkhall Garden Centre, plants, Inv.No. 2025-09-15 – £481.98, PKF Littlejohn, External Audit, Inv. No. SB20252214 - £756.00, ESPO, Foldback clips, Inv. No. 7843957 - £3.18, Core Synergy Limited, Website Fees, Inv. No. 17805 - £36.00, Transfer to PSR Account - £50,000 2nd half of precept received, KTS, IT support, Inv. No. 250740 - £94.89, Needingworth Village Hall Trust, Electricity to Parish Office, Inv. No. 100136 - £140.46 totalling £1672.51 plus transfer be approved. (Prop Cllr J Neish, 2nd Cllr C Pearce) All in favour.
- 92.3 To approve accounts for Payment made for the period 3rd September 2025 – 7th October 2025.

Resolved: That the accounts for payment made for the period 3rd September – 7th October 2025 totalling £17632.61 be approved (Prop Cllr G Norman, 2nd Cllr J Neish) All in favour.

- 92.4 To note the budget report as at 29th September 2025.

Noted

- 92.5 To note the bank reconciliation as 18th September 2025.

Noted

- 92.6 To consider applying for a PFHI scheme Overcote Lane including £500 application fee. The Chairman advised members that the £500 application fee is non-refundable. Cllr S Mortlock highlighted the issues along Overcote Lane - cars speeding along the road with pedestrians in the road and horses, verges not cut so nowhere to step off the road. In her opinion a flashing sign may help slow people down. Members discussed the proposal but felt that the road is a decontrolled road and not sure of the benefit and value for money in this scheme. It would be better to ensure the verges and vegetation cut back on a regular basis to ensure better visibility and the ability for pedestrians to step off the road.

Resolved: That a PHFI application is submitted for a flashing sign. (Prop Cllr S Mortlock, 2nd Cllr C Pearce) 2 in favour, 7 against.

- 92.7 To note the feedback on Fire safety inspection Millfield's. 11th September 2025. Clerk provided a report indicating that most of the points raised have been actioned.

Noted

- 92.8 To note the decision of Planning & Finance item 112.4 16th September 2025 and that the grant application to Co-Op for funding has been successful therefore CIL funding will not be required.

Noted

- 92.9 To ratify the decision of Environment item 27 16th September 2025 to permit the use of CIL funds.

Resolved: That the quote from Green Room Gardens totalling £4836.40 + VAT with payment from CIL funds (Prop Cllr S Mortlock, 2nd Cllr S Martin) All in favour.

- 92.10 To consider quotes for the re pointing of coping stones St John the Baptist church. 2 quotes received. Members commented that the quotes were very different in price and queried whether the quotes are like for like.

Resolved: That clarity is sought from both contractors for what is included in the quote. (Prop Cllr J Neish, 2nd Cllr N Dyne) All in favour.

- 92.11 To consider quotes for tree work Mill Way cemetery.

Resolved: That the quote from Cambridge Trees totalling £175 + VAT to also include the removing dead tree be accepted (Prop Cllr S Mortlock, 2nd Cllr G Norman) All in favour.

- 92.12 To note the conclusion of audit for financial year 2024/25.

Clerk has requested an explanation for the comment recorded on the Conclusion of Audit by the External Auditor.

Noted

Cllr R Fountain left the meeting 8.22pm

- 92.13 To approve payment of Parish office electricity bill for period 1/4/25-3/7/25. £253.81

Resolved: That the payment of Parish office electricity bill for period 1/4/25 – 3/7/25 for £253.81 be approved. (Prop Cllr J Neish, 2nd Cllr C Pearce) All in favour.

Cllr R Fountain returned to the meeting 8.25pm

- 92.14 To receive an update from solicitors on the proposed purchase of woodland Mill Way and agree searches required.

Cllr J Neish asked the Clerk whether in her opinion the searches were needed.

Clerk advised members that Parish Council may have an argument that the searches are not required. However, if searches are not carried out and something comes to light at a later date the Parish Council may be challenged on whether they carried out their due diligence on this matter.

Members considered the 4 searches, Highways, Drainage & Water, Regulated Local Commercial and Agricultural Report and agreed that these were not required.

Resolved: That the searches are not required. (Prop Cllr J Neish, 2nd Cllr S Mortlock) All in favour.

92.15 To consider quotes for resurfacing under 12's play area.

Resolved: That the quote from Wicksteed totalling £31194.13 + VAT be accepted with payment being made from CIL funds. (Prop Cllr S Mortlock, 2nd Cllr J Neish) 8 in favour, 1 abstention.

93. Community Engagement.

93.1 To consider quotes for Christmas tree 2025 and agree location, budget for lights, dates to be in situ.

Resolved: That the quote from Green Room Gardens totalling £383.33 + VAT and for the local business to investigate lights that they will sponsor be approved. (Prop Cllr J Neish, 2nd Cllr S Martin) All in favour.

94. Planning.

94.1 To consider the following applications **received:**

- (i) Application ref: **25/01431/PIP** Permission in principle for up to 4no. dwellings. Land Rear Of 94 To 96 High Street Needingworth.

Resolved: That the application be approved (Prop Cllr C Pearce, 2nd Cllr G Norman) 7 in favour, 1 against, 1 abstention

- (ii) Application ref. 25/01692/HHFUL Single storey side extension to the existing bungalow following demolition/removal of garden shed, lean-to canopy and fencing 20 Russett Avenue Needingworth St Ives PE27 4UE

Resolved: That the application be approved (Prop Cllr S Mortlock, 2nd Cllr N Dyne) 8 in favour, 1 abstention

94.2 To note the following applications that have been **approved:**

- (i) Application ref: **25/01215/HHFUL** Proposed porch extension, replacement of 4no. windows & internal works

The Old Priory 24 High Street Needingworth St Ives PE27 4SA.

Noted

- (ii) Application ref: **25/01216/LBC** Proposed porch extension, replacement of 4no. windows & internal works

The Old Priory 24 High Street Needingworth St Ives PE27 4SA

Noted

- (iii) Application ref: **25/00816/HHFUL** Erection of two storey and single storey extensions to rear

Newlands Back Lane Holywell St Ives PE27 4TQ

Noted

Cllr R Fountain left the meeting 8.45pm

95. Village Hall.

To consider report from annual inspection carried out on 12th September 2025.

Members discussed the report raising concerns on the gents toilet flooring and the condition of the kitchen.

Resolved: That the Village Hall is requested to clear the work list and another inspection is booked in before Christmas. (Prop Cllr C Pearce, 2nd Cllr S Martin) All in favour.

Cllr R Fountain returned to the meeting 8.50pm

96. Correspondence.

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

- (i) To note the Invitation to RVT Service of Remembrance in Huntingdon on Sunday 16th November 2025.

Noted

- (ii) To note email of thanks from Huntingdon volunteer centre.

Noted

- (iii) To note verbal report of concerns regarding the damage to the bank Holywell Front, following water leak.
Clerk reported that a resident of Holywell felt that the repair was not of a high standard. Clerk will monitor and update members as required.
Noted
- (iv) To note correspondence regarding the noise nuisance Overcote Lane chicken farm.
Noted
- (v) To note the news release form HDC regarding a standalone unitary authority.
Noted
- (vi) To note the email and letter in respect of the Fens Reservoir dated 26th September 2025. Resolved: That the Clerk attend a Fens Reservoir information meeting and report back to members. (Prop Cllr A Whyte, 2nd Cllr S Mortlock) All in favour.
Noted
- (vii) To consider the option to take part in Cambridgeshire County Council's *Nature Recovery "FROM THE GROUND UP"* project.
Cllr N Dyne commented that the information does not explain what would be expected. CCC A Bulat will find out more detail about the scope of the project.
- (viii) To note the Ouse Valley Way Management Group: Next meeting via Zoom: 30th October 2025 and agree any attendance or agenda items.
Cllr N Dyne volunteered to attend.
Noted

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

- Cllr S Mortlock advised:
 1. Senior Football and Colts are putting together a plan for the reseeding of 2 pitches at Millfields.
 2. Needingworth Campervan garage has closed.
- Cllr C Pearce stated that the usage of the pitches is too much and the pitches should be rotated. He requested that this be added to the Leisure Facilities agenda for discussion.
- Cllr G Norman reported that he and Cllr C Norman attended the Freedom Parade as representatives of the Council. He also reported the scrapyard at Riga.
- Cllr S Martin commented on the 'No Parking' signs at the Cemetery and advised that people using the Cemetery are parking on the road due to not being aware they can park in the splays if visiting the Cemetery.
- Cllr J Neish advised that there are several enforcement issues with Riga including a separate access that should not be there.
- Cllr N Dyne advised that the Holywell Front sign has been reinstated in the wrong place and whether the Parish Council could move it. Cllr A Whyte advised that HDC were asked to notify the Clerk to check the positioning, this did not happen. Cllr N Dyne further asked to be notified when the groundsmen are going to be cutting Holywell Front so that cars can be moved.
- The Clerk reported:
 1. The road closure on A1123 has paused and will restart on 16 October – 24 October, closing 8pm – 6am.
 2. The road condition on Harris Crescent has been reported and should be completed in the next 21 days.
- Cllr A Whyte reported that cars are parking on the double yellow lines and blocking driveways near the school at drop off and pick up times. The Clerk advised that the police are aware, and it is on their schedule for random checks.

Being no further business the meeting closed 9.13pm

Chairman
Date