

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON
TUESDAY 6th JANUARY 2026 AT 7.00PM AT MILLFIELDS PAVILION**

PRESENT:

Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr R Fountain
Cllr D Jackson
Cllr S Martin
Cllr E McNeill
Cllr S Mortlock
Cllr J Neish
Cllr C Norman
Cllr G Norman
Cllr C Pearce (to item 149(ii))

IN ATTENDANCE:

Miss J Bowd (Parish Clerk)
Mrs A Jackson (Assistant to the Parish Clerk)
CCC Cllr A Bulat

There were 2 members of the public present.

138. Apologies.

To receive and accept Apologies for Absence.

Cllr E MacPherson - personal

139. 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 147.1 (i) Cllr D Jackson – Non-Pecuniary – Member of the Bowls Club

140. Minutes.

To confirm the Minutes of the Meeting held on 2nd December 2025.

Resolved: That the minutes of the Meeting held on 2nd December 2025 be signed as a true and correct record (Prop Cllr S Martin, 2nd Cllr C Pearce) 9 in favour, 2 abstentions.

141. Public Forum.

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

Time Allowed 10 minutes.

The Chair of Needingworth Tennis Club addressed the Council on item 146 (iii) stating that last year the BBQ was allowed as trial basis which was successful. Therefore, the Tennis Club are seeking support to hold a BBQ at the start of their season in April and again at the end of the season in September. There will be approximately 20 – 25 members in attendance, no music or alcohol and request that the BBQ is located by their clubhouse instead of by the Nissan hut.

142. Policing

132.1 Neighbourhood Policing Team – Any Issues and Concerns.

Cllr S Mortlock advised there had been two attempted thefts of motorbikes in the village on 31/12/25.

143. District and County Councillor Reports.

To receive verbal reports from district and county councillors.

CCC Cllr A Bulat reported:

- CCC held a meeting on 16/12/25 with 5 debates including a debate on the busway works and safety works and on Brexit.
- CCC will hold their budget meeting in February.
- Update shared on the works for the Toucan crossing which will take place late January/February.
- A1123 between Needingworth and Morrisons has been submitted as a potential project for the Capital Maintenance Program.
- LGR – Government will soon be consulting on options for LGR.

Cllr S Mortlock advised that Council has received correspondence regarding lorries parking and leaving their engines running outside the One Stop Shop and the resident thinks that the Parish Council should set the rules. Is there anything the CCC could do?

Cllr A Bulat commented that she will check the planning application for any parking restrictions.

Cllr A Bulat advised that in 2026 she will hold her surgery at Chatters on the 2nd Thursday of the month, 12pm – 1pm.

Cllr J Neish wished everyone a Happy New Year and reported:

- Enforcement – still pursuing Sunrise Meadows.
- A meeting will be held on 14/1/26 to consider whether District elections will be held this year, if District elections are not held this will potentially have a significant financial impact on Parish elections.

144. Clerk's Report.

To receive written report.

Meeting Dates: –

Full Council – 3rd February 2026

Committees – 20th January 2026 Environment, Planning & Finance, Consultation.

Items to report.

- Christmas Bazaar Saturday 6th December 2025 12 noon – 4pm. Highlight Local Plan – lot of interest. No positive reactions to “becoming a Councillor” or elections in May 2026. 4 enquiries regarding village hall trustees.

Thank you to Councillors who attended on the day.

- **Reference:** 13785
Date reported: 02/12/2025
Fault type: Bollard (Non-Illuminated) Defect
Address: OVERCOTE LANE, NEEDINGWORTH, CAMBRIDGESHIRE
Location: just past sewage farm Overcote Lane needingworth
Description car in ditch, 40mph sign knocked over and needs replacing

CCC have investigated the issue, and the **Bollard (Non-Illuminated) Defect** meets our criteria for repair, but is not an immediate safety issue. Therefore, this will be assessed as part of our prioritisation criteria and be considered in the context of other defects across the county and planned into future repair work.

- Village hall entrance gate post marked with reflective tape.
- 11/12/25 Hedge & ditch cleared – Holywell opposite Ferryboat car park entrance.
- The Chairman, Cllr A Whyte will attend MP Parish Council Roundtable on Friday 16th January 2026 to represent the Parish Council.

Cllr A Whyte commented that the hedges and ditch on corner before the Ferry Boat Inn was cut back however, a lot of debris was left on the road. Cllr A Bulat will raise a complaint regarding this. Cllr E McNeill advised bollards have been installed outside Beech House – no notification was received by Council regarding this. Cllr D Jackson queried the 40mph sign knocked over by the car and that the repair should be claimed off the car drivers insurance.

145. Finance and Risk.

Item 145.6 was taken out of order.

- 145.1 To approve payments made within Clerk delegated powers for period 3rd December 2025– 6th January 2026

Resolved: That the following payments made within Clerk delegated powers: £50 transfer to garden plot deposits – new tenant plot 13b, £0.60 transfer to Mrs A Jackson error in November salary– correction, £94.89 KTS Computers Limited, IT Support, Inv. No. 251042, £11.83 STARK Building Materials UK Limited, Inv. No.3402/01304781, £332.19 K Perryman, replace toilet in Millfields and The Parish Notice Board Company, Allen key, Inv. No. 12431 - £9.00 totalling £498.51 be approved. (Prop Cllr J Neish, 2nd Cllr C Pearce) All in favour.

- 145.2 To approve accounts for payment on 8th January 2026

Cllr A Whyte challenged payment of Cambs ACRE and Scribe stating procedurally these should have been put to Council for approval by resolution prior to approving accounts for payment. Cllr E McNeill queried whether anything had changed with these subscriptions. Nothing has changed.

Resolved: That the payment of Cambs ACRE and Scribe be accepted for payment in the accounts for payment on 8th January 2026. (Prop Cllr E McNeill, 2nd Cllr J Neish) All in favour.

Resolved: That the following payments: SLCC, Membership 1/1/2026, Inv. No. MEM256544-1 - £376.00, Cambs Acre annual membership £74.50, Starboard Systems Limited, Scribe renewal, Inv. No. INV-14358 - £675.12, Core Synergy, monthly Website fees, Inv. No. 18268 - £36.00, KTS Computers Limited, IT Support, Inv. No. 251119 - £94.89 totalling £1256.51 be approved (Prop Cllr E McNeill, 2nd Cllr J Neish) All in favour

- 145.3 To approve accounts for Payment made for the period 3rd December 2025-6th January 2026.

Resolved: That the accounts for payment made for the period 3rd December 2025 – 6th January 2026 totalling £14556.90 be approved (Prop Cllr C Pearce, 2nd Cllr G Norman) All in favour

- 145.4 To note the budget report as at 18th December 2025.

Noted

- 145.5 To note the bank reconciliation as 4th December 2025.

Noted

- 145.6 To approve Parish Clerk annual membership to SLCC.

Resolved: That the Parish Clerk annual membership to SLCC be approved. (Prop Cllr J Neish, 2nd Cllr D Jackson) All in favour.

- 145.7 To note and approve fire evacuation procedure Millfield's Pavillion.

Resolved: That the fire evacuation procedure Millfield's Pavilion be approved. (Prop Cllr C Pearce, 2nd Cllr G Norman) All in favour.

- 145.8 To consider quotes for Streetlight unmetered electricity supply following closure of Tomato energy.

The Clerk advised members that due to collapse of Tomato Energy Council are currently on an out of contract rate for the unmetered supply with British Gas and despite two requests British Gas have not supplied the current rate or a quote to move into a contract with them.

Resolved: That this item is carried forward to Planning & Finance on 20th January 2026 when further quotes are received. (Prop Cllr J Neish, 2nd Cllr S Mortlock) All in favour.

- 145.9 To approve rent review for Elisley Parish Council use of Parish office for financial year 2026/27.

Resolved: That the rental charges for use of Office for Elisley Parish Council for financial year 2026/27 be increased by September CPI (3.8%) and be set at £970.09 per annum, £242.52 quarterly. (Prop Cllr J Neish, 2nd Cllr S Mortlock) 10 in favour, 1 against.

145.10 To approve Eltisley Parish Council contribution to Scribe licence fee for financial year 2026/27.

Resolved: That the Clerk write advising that there will not be an increase on last year's charge and that £101.27 be invoiced to Eltisley Parish Council for use of Scribe software be approved. (Prop Cllr R Fountain, 2nd Cllr D Jackson) 8 in favour, 2 against, 1 abstention.

145.11 To consider staff attendance at Practitioners conference 2026.

Resolved: That this item is carried forward to Planning & Finance on 20th January 2026 after Eltisley has considered whether they will contribute to the Assistant Clerk attending. (Prop Cllr J Neish, 2nd Cllr E McNeill) All in favour.

145.12 To consider quotes for servicing of tractor and mowers from Ben Burgess

Resolved: That the quote for servicing of tractor and mowers from Ben Burgess is accepted. (Prop Cllr J Neish, 2nd Cllr S Mortlock) All in favour.

146. Community Engagement.

- (i) To consider the report on CIL income & expenditure and agree any actions.
Members considered the report. Cllr A Whyte advised other future projects to be considered for CIL are new Cemetery and solar panels at Millfields.
Cllr N Dyne proposed: That a spreadsheet for projected CIL expenditure is produced.
The proposal was not seconded.
Resolved: That Cllr N Dyne produces a spreadsheet for projected CIL expenditure for consideration at a future meeting. (Prop Cllr N Dyne, 2nd Cllr S Mortlock) 10 in favour, 1 abstention.
- (ii) To consider Parish Council establishing or using Whats App
Cllr N Dyne commented that due to concerns raised regarding GDPR he will not make a proposal.
Cllr A Whyte withdrew the motion.
- (iii) To consider request for BBQ's Needingworth Tennis Club, post tournaments 2026.
There were no complaints last year.
Resolved: That the request for BBQ's Needingworth Tennis Club, post tournaments 2026 be approved and that the BBQ can be moved next to their clubhouse subject to receipt of a risk assessment. (Prop Cllr J Neish, 2nd Cllr E McNeill) 10 in favour, 1 against.
- (iv) To approve Needingworth Open sports day to be held on Overcote Lane playing field, 7th June 2026.
Resolved: That Needingworth Open Sports day to be held on Overcote Lane playing field, 7th June 2026 be approved. (Prop Cllr C Pearce, 2nd Cllr S Martin) All in favour.
- (v) To note the report on the Parish Council surgery 11th December 2025.
Noted
- (vi) To note receipt of event application form and risk assessment for Nfest 2026.
Noted
- (vii) To approve site layout for Nfest 2026 and provide update on event proceeding.
Cllr S Mortlock queried the licence implications for an outside bar and whether there will be someone staying on site overnight on the Friday.
Resolved: That the site layout for NFest 2026 be approved in principle. Nfest Committee to be made aware that the Parish Council has not agreed to underwrite the event and suggest they consider cancellation insurance due to the unresolved matters of the future management of VHT. (Prop Cllr , 2nd Cllr) All in favour.

147. Planning.

147.1 To consider the following application being **received**:

Cllr D Jackson left the meeting 8.38pm

- (i) Application ref: 25/01096/s73
Variation of Condition 2 (Plans) and 3 (Materials) of 23/00700/FUL.
Needingworth Bowls Club Overcote Lane Needingworth.

Resolved: That the application be supported (Prop Cllr E McNeill, 2nd Cllr G Norman) 9 in favour, 1 abstention.

Cllr D Jackson returned to the meeting 8.40pm

- (ii) Application Reference: 20/02527/FUL
Provision of a marquee for wedding events, pergola and additional car parking space
Pike And Eel Overcote Lane Needingworth.
Resolved: That the application is objected to with the following comments:
1) Breach of LP5. The site is in flood zone 3 and the marquee is a "new" development.
2) To clarify the above statement, the marquee has been in situ for at least 4 years and in that time has not been taken down or moved therefore it is not a marquee it is a permanent structure/building.
3) There is a portacabin near to the marquee that is not included in any of the plans.
4) Council remains uncertain as to the implications of the change in wording and this has not been clarified despite requests. The change to "event" could lead to increase in noise/traffic etc but this remains unclear.
The Parish Council supports the CCC Highways officer statement that there is a need for passing places on Overcote Lane to assist with the increase in traffic should this application proceed.
(Prop Cllr E McNeill, 2nd Cllr R Fountain) 9 in favour, 1 against, 1 abstention.
- (iii) Application Reference: 25/02291/S73
Removal of Condition 3 (Occupation) of Application 91/01007/OUT
The Pastures Conger Lane Holywell
Resolved: That the removal of Condition 3 (Occupation) is supported (Prop Cllr S Mortlock, 2nd Cllr E McNeill) 10 in favour, 1 abstention.
- (iv) Application Reference: 25/02421/LBC
Installation of air source heat pump and associated works
Spring Cottage Holywell Front Holywell
Resolved: That the application is supported (Prop Cllr N Dyne, 2nd Cllr S Martin) 9 in favour, 2 abstentions.

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

- (i) 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.
Noted
- (ii) Application ref: 25/01906/S73
Section 73 application to amend condition 2 (Dev in accordance with plans) of 25/00801/HHFUL to allow for change of roof material
Woodlea Holywell Front Holywell St Ives PE27 4TG.
Noted

148. Policy.

To review the following policies.

- (i) Dignity at Work
- (ii) Investment
- (iii) Public Speaking at meetings
- (iv) Paper light
- (v) Portable appliance testing.
- (vi) Safeguarding adults
- (vii) Statement of Community engagement.

The Investment policy has one amendment – 'No more than ~~£85,000~~ £120,000 shall be held with any single firm or firms sharing a banking license. E.g. HSBC – First Direct'

Resolved: That with the above amendment to the Investment Policy all seven policies are approved en bloc (Prop Cllr E McNeill, 2nd Cllr C Norman) All in favour.

149. Correspondence.

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

- (i) To consider the letter from Needingworth Village Hall Trust dated 29th November 2025.
Resolved: That the letter from Needingworth Village Hall Trust dated 29th November 2025 is noted (Prop Cllr S Mortlock, 2nd Cllr G Norman) 10 in favour, 1 abstention.

Cllr C Pearce left the meeting at 9pm

- (ii) To consider East Park Energy application and if any relevant representation is to be made.
No comments.
- (iii) To note the email from CCC Highways officer dated 5th December 2025 re Morrisons roundabout and Mill Way Needingworth.
Noted
- (iv) To note the change in interest rates – Redwood bank.
Noted
- (v) To consider comments from needingworth Colts re parking at Millfield's 6th December 2025.
Members commented that the parking has improved since the new secretary has started.
Clerk to write to the Colts to thank them for their efforts.
- (vi) To note WTW acquisition of Cushon.
Noted
- (vii) To note the GOVT comments to HDC on draft Local Plan.
Noted

Cllr R Fountain challenged whether he should declare an interest for item 151 & 152 stating there has been no correspondence on these matters and therefore in his opinion there is no conflict of interest.

The Clerk advised Cllr R Fountain that he has declared that he is a Village Hall Trustee on his Register of Interest Form and should therefore declare an interest in any matters relating to the Village Hall.

Cllr R Fountain left the meeting 9.12pm

150. To resolve to close the meeting to members of the public due to the confidential nature of the item 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 J Neish, 2nd Cllr D Jackson) All in favour.

Meeting closed 9.13pm

151. To approve the confidential minutes of 2nd December 2025.

152. To receive a verbal update to consider options for the future management of the village hall.

153. To reopen the meeting to members of the public.

Meeting re opened 9.37pm

No members of the public returned

154. Precept

154.1 To approve the precept for financial year 2026/27.

Resolved: That no provision is made for the future management of the Village Hall and that the precept for financial year 2026/27 be set at £148,012.00, Band D property - £133.42, increase of £5.24per annum, 4.1% be approved. (Prop Cllr J Neish, 2nd Cllr S Mortlock) 10 in favour, 1 against.

155. Items to report

- Cllr J Neish reported that there is an Internal Drainage Board meeting on 16th January 2026 that he will attend on behalf of HDC. He also advised that the salt in the grit bin on Willow Green is half way down.
- Cllr R Fountain noted that the gravel has been spread on Overcote Lane car park and commented that the area outside the fire exits for the Village Hall has not been done.
- Clerk reported receipt of the letter from MHCLG regarding the potential postponement of District elections. She further advised that the new CAPALC website is due to go live on 12th January 2026.

Being no further business the meeting closed 9.43pm

Chairman
Date