MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON TUESDAY 5th MAY 2026 AT 7.00PM AT MILLFIELDS PAVILION

PRESENT:
Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr R Fountain (to item 225)
Cllr S Martin
Cllr E MacPherson
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

HDC Cllr P Hodgson-Jones

There were no members of the public present.

209. Apologies.

To receive and accept Apologies for Absence.

Cllr D Jackson – personal

Cllr E McNeill - personal

210. 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 226 & 227 – Cllr R Fountain – Non-Registerable – Village Hall Trustee

211. Minutes.

To confirm the Minutes of the Meeting held on 7th April 2026.

Cllr J Neish made an observation on item 192 – commenting that the system was fixed and subsequently broke down again, however all residents' comments have been logged.

Cllr S Martin advised of a typo on Item 196 – should read legs 'concreted' in

Resolved: That with the above amendment the minutes of the 7th April 2026 meeting be signed as a true and correct record. (Prop Cllr E MacPherson, 2nd Cllr C Pearce) 8 in favour, 1 abstention.

212. Public Forum.

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

Time Allowed 10 minutes.

None

213. Policing

213.1 Neighbourhood Policing Team – Any Issues and Concerns.

None

214. District and County Councillor Reports.

To receive verbal reports from district and county councillors.
CC Cllr A Bulat provided a written report as attached to the minutes and highlighted:

- There are 2 days until the District Council elections. Currently in the pre-election period.

- Highways Committee had only one item for approval – bikeability cycle contract.
- LGR – expecting a decision on the summer.

Cllr R Fountian raised the timing of the pedestrian crossing – he has timed the time the lights are on red and this has been 10 seconds. Previously the Council have been advised that the times have been set to 5 seconds. Cllr R Fountain has also checked a different set of pedestrian lights in St Ives and these are set to 5 seconds. He also commented on the congestion around Morrisons roundabout and Harrison Way stating that the infrastructure needs to be improved before any more housing or development is approved.
CC Cllr A Bulat will raise this again with the Highways Officer. During the A141 discussions comments were made that the bypass needs to be extended and another river crossing is needed. The paper is due back to the CCC autumn 2026.

Cllr N Dyne queried the criteria for a pothole to be fixed as there has been several marked potholes that have not been fixed.
The Clerk advised that a bogus person has been marking potholes and therefore that is why there are some that appear not to have been fixed.
CC Cllr A Bulat commented that CCC are not getting good value for money with the current contract, which is due for review, however this will be the responsibility of the new Unitary Authority to set up a new contract. 5% of repairs are inspected and of these 10% have failed due to poor repairs.

HDC Cllr P Hodgson-Jones reported:

- Elections are on Thursday. Validation will happen Thursday evening and the count will be on Friday. There are 52 seats up for election with 232 candidates standing for election. There are at least 4 candidates in each ward to choose from and Holywell-cum-Needingworth have 8 candidates standing for 2 seats.

Cllr N Dyne asked why District elections attract so many candidates when so many Parish Councils are struggling to fill their seats.
HDC Cllr P Hodgson-Jones was not sure why but commented it may be because the District is organised by political parties. There are fewer independent candidates standing this year.

HDC Cllr J Neish requested that a reminder is put out on Facebook to vote and that photo ID is required to vote.

215. To receive a presentation on potential changes to Holywell pre-school and answer any questions.
Max time 10 minutes.

The Pre-school Treasurer advised members of the proposal for Needingworth Community Pre-school to become part of the school due to difficulty of getting volunteers to take up the main roles of Chair and Treasurer. Without volunteers for these roles the pre-school cannot continue. The school Governors are meeting on Thursday to discuss the proposal. The potential time scale is for September 2026.

216. Committees.
To note draft minutes of the following committee meetings.

(i) Planning & Finance 21st April 2026
Noted
(ii) Leisure Facilities 21st April 2026
Noted

217. Clerk's Report.
To receive written report.
Meeting Dates: –
Full Council –. Tuesday 19th May 2026. – Annual Council meeting
Tuesday 2nd June 2026.

Committees – 16th June 2026 Leisure Facilities, Planning & Finance, Consultation.

Items to report.

- Acceptance of office will need to be signed before the meeting on the 19th of May 2026.
If anyone would like to come into the office prior to the meeting to sign, I am happy to facilitate this.
- The meeting will also require committee members and local outside body representatives to be elected so if anyone has specific requests please do get your emails to me by 11th May 2026.

- Padlock from middle bollard Overcote lane playing field has gone missing. Currently replaced with a spare padlock pending further investigations.

218. Finance and Risk.

218.1 To approve payments made within Clerk delegated powers for period 19th March 2026 5th May 2026.
Resolved: That the following payments Return of Garden Plot deposit Plot 15b – £50.00 totalling £50 be approved (Prop Cllr C Pearce, 2nd Cllr E MacPherson) All in favour.

218.2 To approve accounts for payment on 7th May 2026.
Resolved: That the following payments: K Perryman, Repair to toilet Millfield's - £50.88, Core Synergy Limited, Website fees, Invoice No. 18879 - £36.00, ESPO, A4 paper, Gloves, Blue roll & Anti-bacterial spray, Invoice No. 8029814 – £132.84 and Copleys fees for Falklands Walk - £420 totalling £639.72 be approved (Prop Cllr E MacPherson, 2nd Cllr C Norman) All in favour.

218.3 To approve accounts for Payment made for the period 1st April 2026- 5th May 2026.
Resolved: That the payments for the period 1st April 2026 – 5th May 2026 totalling £13,703.43 be approved (Prop Cllr C Pearce, 2nd Cllr C Norman) All in favour.

218.4 To note the budget report as at 26th April 2026.
Noted

218.5 To note the bank reconciliation as at 31st March 2026. & 27th April 2026.
Noted

218.6 To note receipt of pages 8-15 of JPAG to clarify Annual Governance Statement assertions.
Noted

218.7 To note the internal audit report for 2025/26 and agree any actions.
Cllr J Neish commented that it was a good report.
Cllr A Whyte highlighted the following points:

- Financial Regulations require updating – scheduled for 19th May 2026
- Under the Transparency Code the Asset Register should be posted on the Parish Council website, it is possible to redact locations. Clerk advised that the website shows the areas that are Parish Council owned i.e.. Millfields, Overcote Lane playing field, Cemetery and Garden Plots.
  Resolved: That due to security of assets the Asset Register is not posted online. (Prop Cllr E MacPherson, 2nd Cllr C Pearce) All in favour.
- Papers of each meeting need to be included on the website as a pack. Clerk has been advised of software available at a cost of approximately £15/ month. Cllr N Dyne commented that he could set up an app to do this.
  Resolved: That the app is investigated. (Prop Cllr E MacPherson, 2nd Cllr G Norman) All in favour.

219. Community Engagement.

(i) To approve hire agreement between U3A Pétanque and Parish Council.
Resolved: That the hire agreement between U3A Pétanque and Parish Council is approved. (Prop Cllr E MacPherson, 2nd Cllr S Martin) All in favour.

220. Planning.

220.1 To consider the following applications **<u>received:</u>**

(i) Application ref: 26/00710/REM
Application for the approval of layout, landscaping, scale and appearance in respect of the construction of 30 affordable dwellings pursuant to Outline Planning Permission

23/01002/OUT
Land North Of Lodel Farm Overcote Lane Needingworth

Members had a robust discussion including the following points:

- Working times – not to start before 8am or have deliveries before 8am.
- Anglia Water Authority – require the report and decision on dealing with foul water.
- No noise criteria referenced.
- Overcote Lane road width at the proposed entrance is approximately 3m needs to be widened to 5m.
- Consider the installation of play equipment.
- Consider additional visitor parking.
- S106 – Parish Council would like to be included in the discussion.
- SUDS – query if there is a fence around it.
- Footpath – to install a barrier to prevent cyclists going straight out on to Overcote Lane.

Resolved: Council have previously objected to this application and those concerns remain. As this application is for Reserved Matters the Council direct the Clerk to make the aforementioned comments. (Prop Cllr A Whyte, 2nd Cllr E MacPherson) 8 in favour, 1 abstention.

220.2 To note the following **applications** that have been **refused:**

(i) Application ref: 26/00274/PIP Permission in Principle for 7 to 9 dwellings
Land South Of Lodel Farm Overcote Lane Needingworth
Noted.

221. Policy.

To review and approve the following policies.

(i) Cemetery Regulations
(ii) Chairmanship
(iii) Committee Structure
(iv) Communications Policy
(v) Disciplinary Policy
(vi) Memorial Safety Policy
(vii) Unreasonable Complainant Behaviour

Cllr R Fountain commented that item 10 on the Chairmanship policy does not comply with the current Code of Conduct.

Cllr N Dyne would like to propose some amendments to the Cemetery Regulations.

Resolved: That the Cemetery Regulations, to be added to the Environment agenda and Chairmanship are deferred to discuss proposed amendments before adoption. (Prop Cllr C Pearce, 2nd Cllr N Dyne) All in favour.

Resolved: That the Committee Structure, Communications and Unreasonable Complainant Behaviour be approved. (Prop Cllr A Whyte, 2nd Cllr S Martin) All in favour.

Resolved: That the Disciplinary Policy be approved. (Prop Cllr C Pearce, 2nd Cllr A Whyte) All in favour.

Resolved: That with the amendment the Memorial Safety Policy be approved. (Prop Cllr E MacPherson, 2nd Cllr A Whyte) All in favour.

222. End of Year Accounts

222.1 To approve accounts for the Year ending 31st March 2026.
Resolved: That the accounts be approved. (Prop Cllr C Pearce, 2nd Cllr J Neish) All in favour.

222.2 To complete and approve Annual Governance Statement for year ending 31st March 2026.

Resolved: That the statements were read out by the Chairman and a 'yes' response was given by Council to each.

222.3 To approve Statement of Accounts on Annual Return for year ending 31st March 2026.
Resolved: That the Statement of Accounts be approved. (Prop Cllr E MacPherson, 2nd Cllr C Pearce) All in favour

222.4 To approve text for Annual Return.
Resolved: That the text be approved. (Prop Cllr S Martin, 2nd Cllr C Pearce) All in Favour.

222.5 To note that the notice of public rights has been completed for issue 14th May 2026.
Noted.

223. Correspondence

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

(i) To note email of thanks from Citizens Advice for recent donation.
Noted

(ii) To note email of thanks from MAGPAS for recent donation.
Noted

(iii) To consider request from Needingworth Tennis club to refurbish outside toilet Needingworth village hall.
Clerk has advised Needingworth Tennis Club to contact Needingworth Village Hall Trust with their proposals. If required NVHT will contact the Parish Council to request approval.

(i) To consider invitation to HDC waste minimisation event.
No volunteers.

(ii) To note the CCC LED Streetlighting Replacement Programme Briefing Note
Noted.

224. Items to report.

- Cllr C Pearce stated that Needingworth Colts need to take their goals apart to clear the area to allow for grass cutting.
- Cllr N Dyne advised members that he has attended some meetings of the 'Nature from the Ground Up' and had been asked if he was a representative of the Parish Council. This will be discussed at the next meeting.
- Clerk advised members:
    1. U16 Colts have won their league and the Fair Play Award.
    2. Assistant to the Clerk has passed CiLCA
       Members passed on their congratulations.

225. 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 meeting be closed to members of the public due to the confidential nature of the items to be discussed (Prop Cllr J Neish, 2nd Cllr N Dyne) All in favour.

Meeting closed 8.43pm

Cllr R Fountain advised members that all of the potential new trustees were invited to the VH meeting, only 2 attended. There has been no communication to other trustees about the new trustees that appears to be in dire shortage.

Cllr R Fountain left the meeting 8.46pm

226. To approve the confidential minutes of the meeting 7th April 2026.

Resolved: That the confidential minutes of the 7th April 2026 meeting be signed as a true and correct record. (Prop Cllr A Whyte, 2nd Cllr S Martin) 7 in favour, 1 abstention.

227. To decide what action the Parish Council will elect to take should a new village hall trust not be formed on 18th May 2026.

Cllr E MacPherson updated members on the potential new trustees and advised a leaflet drop of the village inviting all residents to the Village Hall AGM is in process.

Resolved: That in the event a new Village Hall Trust is not formed the Parish Council will take over the operation of the Village Hall. (Prop Cllr E MacPherson, 2nd Cllr N Dyne) All in favour.

228. **To reopen the meeting to members of the public**

Meeting re opened 9.04pm

No members of the public returned

Being no further business the meeting closed 9.05pm

Chairman
Date