MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON TUESDAY 19th MAY 2026 AT 7.00PM AT MILLFIELDS PAVILION

PRESENT:
Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr R Fountain
Cllr E MacPherson
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)

There were two members of the public present.

1. Election of Chairman.

1.1 To elect a Chairman for 2026/27

Resolved: That Cllr A Whyte be elected as Chairman for 2026/27 (Prop Cllr E MacPherson, 2nd Cllr S Mortlock) All in favour

1.2 To receive Chairman's Declaration of Acceptance of Office.

Cllr A Whyte signed his acceptance of office as Chairman which was witnessed by the Clerk.

2. Apologies.

To receive and accept Apologies for Absence.

The following apologies were offered and accepted:

Cllr S Martin – personal

To record absence when no apologies given.

None

3. Election of Vice Chairman.

3.1 To elect a Vice – Chairman for 2026/27.

Resolved: That Cllr C Pearce be elected as Vice Chairman for 2026/27 (Prop Cllr A Whyte, 2nd Cllr G Norman) All in favour

4. Parish Council Committees.

4.1 To approve members of the Parish Council Committees 2026/27

Cllr S Mortlock requested to join the Leisure Facilities, Planning & Finance, HR and Appeals committees.

Cllr S Martin asked to move from Leisure Facilities to Environment and join HR.

Resolved: That members for Parish Council Committees 2026/27 be as appendix A.

4.2 To consider community engagement committee or working party.

Cllr N Dyne commented that most of the elections in Cambridgeshire were uncontested and most Parish Council's do not have a diverse group of people. He suggested considering forming a Working Party to spend time thinking about how to reach out to other groups within the Parish.

Members commented that the Parish Council does advertise vacancies, currently three vacancies and have received two enquiries for co-option so far. Further comments covered thoughts/ conversations that younger people have busy lives and may not have time until they are retired.

The Clerk offered to run the latest Insights report to show the demographics of the Parish.

Cllr N Dyne commented that the 2021 census shows the average age of the Parish to be 42/43 years of age.

Cllr N Dyne proposed setting up a Working Party to investigate ways to engage different groups to consider standing as a Councillor.

There was no seconder to the proposal.

5. Parish Council Representatives on Outside Bodies.

5.1 To nominate Parish Council Representatives to outside bodies for 2026/27.

Resolved: That Parish Council Representatives to outside bodies 2026/27 be as appendix B.

6. 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.

Cllr Pearce item 11.2 pecuniary – wife is a member of staff

7. Minutes.

(i) To confirm the Minutes of the Meeting held on 5th May 2026.

Resolved: That the minutes of the meeting held on 5th May 2026 be signed as a true and correct record (Prop Cllr A Whyte, 2nd Cllr E MacPherson) 8 in favour, 1 abstention.

8. 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 to say he is interested in Co-option having stood for District elections. He expressed support for Cllr N Dyne suggestion that Council should look for a wider audience for vacancies.

A second member of the public spoke in support of resident one.

9. District and County Councillor Reports.

To receive verbal reports from district and county councillors.

District Councillor J Neish offered congratulations to Cllr A Whyte and Cllr C Pearce on their appointments as Chair and Vice Chair and reported:

- That it was good that HDC election was contested and thanked all residents for their support on his re-election.
- Planning:
    1. asked for an update on Pike & Eel.
    2. requested a meeting to discuss the Traveller Site as this has been ongoing for a while.
    3. No decision has been made yet on the PIP on Conger Lane, Holywell.
- Full Council meeting scheduled for Thursday 21st May, 7pm – Conservative party have not agreed for a coalition, not sure whether other parties have agreed a coalition. It will be interesting to see who will lead the Council.

10. Clerk's Report.

To receive written report.

Meeting Dates: –

Full Council – Tuesday 2nd June 2026

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

Items to report

- Included in papers: blank register of members interest forms. Councillors have 28 days from election to complete for return to HDC.

Clerk is happy to post collectively if you can return them to the Parish Office by 29th May 2026.

- Clerk has received 2 enquires for Co-Option. These will be on June agenda if applicants decide to proceed.
- Members are asked to retain their copy of Standing Orders, Financial regulations and Code of Conduct.

11. Finance and Risk.

11.1 To note payments made within the Clerks delegated powers.
None

Cllr Pearce leaves the meeting 7.37pm

11.2 To approve salaries and HMRC payments for 22nd May 2026
Resolved: That the salaries for May and HMRC totalling £8745.76 are approved (Prop Cllr E MacPherson, 2nd Cllr G Norman) All in favour.

Cllr Pearce returns to the meeting 7.38pm

11.3 To approve accounts for payment to be made on Thursday 21st May 2026.
Resolved: That payments KTS computers, IT support, Inv. No. 260181 - £94.89, CAPALC, Internal Audit fees, Inv. No. 6055 - £268.54 RoSPA, Play Area annual inspection, Inv. No. 96866 - £162.00Stark Building Materials UK Limited, Postfix & Raw plugs, Inv. No. 3402/01310318 - £43.01totalling £ 568.44 be approved (Prop Cllr E MacPherson, 2nd Cllr G Norman) All in favour.

11.4. To approve accounts for Payment made for the period 6th May 2026 – 19th May 2026
Resolved: That the accounts for payment made for the period 6th May 2026 – 19th May 2026 totalling £1294.63 be approved (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour.

11.5 To note the budget report as at 11th May 2026.
Noted

11.6 To note the bank reconciliation as at 30th April 226
Noted

11.7 To receive the RoSPA report dated 26th April 2026 and agree actions as per Clerks report.
Resolved: The Clerk to seek a quote from Wicksteed for the inspection of the seesaw for wear and tear and replacement parts and for the removal and relaying of surfacing under the adult skier. (Prop Cllr J Nesih, 2nd Cllr C Norman) All in favour.

11.8 To approve explanation of "except for" matter raised on 2024/25 audit.
Clerk provided written confirmation as received from SAAA regarding the matter raised, as previous contacts with PFK Littlejohn requesting a response had been unanswered.
Resolved; That the explanation be approved and it noted that a "yes" response was given on 2025/26 AGAR. (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour.

11.9 To approve the signing of the contract and direct debit for the printer with Aurora following the takeover of Ethos.
Resolved; That the signing of the contract and direct debit for the printer with Aurora following the takeover of Ethos be approved. (Prop Cllr J Neish, 2nd Cllr C Pearce) All in favour.

12. Planning.

12.1 To note the following applications that have been <u>approved</u>:

(i) Application ref : 26/00439/LBC Replacement of like-for-like white painted timber-framed windows, replacement white painted timber door, and painted brickwork underneath to replace the timber panelling.
1 Silver Lane Needingworth St Ives PE27 4SL
Noted

(ii) Application ref: 26/00507/HHFUL
Proposed single storey side extension
32 Russett Avenue Needingworth St Ives PE27 4UE
Noted

(iii) Application ref: 26/00292/HHFUL
Erection of single storey rear extension and porch infill.
17 Russett Avenue Needingworth St Ives PE27 4UE
Noted

(iv))Planning permission CCC/21/088/FUL - Envar Composting Ltd
Demolition of in-vessel compost buildings/tunnels and ancillary development; construction of a dry anaerobic digestion (AD) facility, pellet fertiliser facility, healthcare waste energy recovery facility, waste transfer station, vehicle re-fuelling station, biomass storage building, surface water storage lagoons, extension to concrete pad and ancillary development including car park', subject to conditions.
Noted

(v) Application ref: 26/00518/HHFUL Erection of single storey extension to the rear of dwelling.
39 High Street Needingworth St Ives PE27 4SB.
Noted

(vi) Application ref: 26/00442/FUL Temporary retention of 3 monitoring boreholes and associated headworks. (Retrospective)
Land East Of Priory Farm On Needingworth Bypass Needingworth
Noted

13. Policy.

To review, approve and adopt the following documents: -

1. Standing orders
   Resolved: That the Standing Orders be approved (Prop Cllr A Whyte, 2nd Cllr G Norman) All in favour.
2. Financial regulations.
   Resolved: That with the amendments to 5.4 & 11.6 the Financial Regulations be approved (Prop Cllr A Whyte, 2nd Cllr C Pearce) All in favour.
3. Code of conduct.
   Resolved: That Local Government Association Model Councillor Code of Conduct 2020 be adopted (Prop Cllr A Whyte, 2nd Cllr G Norman) All in favour.
4. Model publication scheme
   Resolved: That the Model publication scheme be adopted (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour.
5. Guide to information provided by Parish Council under the model publication scheme.
   Resolved: That the Guide to information provided by Parish Council under the model publication scheme be adopted (Prop Cllr A Whyte, 2nd Cllr J Neish) All in favour.
6. Chairmanship.
   Chairmanship policy brought back following request from Cllr Fountain at 5th May meeting. Section 10 has been re written to better reflect the code of conduct and standing orders.
   Resolved: That with the amendments as shown the policy be approved (Prop Cllr A Whyte, 2nd Cllr J Neish) All in favour.

14. Correspondence.

To receive correspondence and agree any actions: -

(i) To consider request from Needingworth Cricket club for a match Sunday 9th August against Queens Head.
Resolved: That the request from Needingworth Cricket Club for a match Sunday 9th August against Queens Head be approved (Prop Cllr J Neish, 2nd Cllr S Mortlock) All in favour.

(ii) To consider request from Needingworth Cricket club to train on Thursday evenings throughout the season.
Resolved: That the request from Needingworth Cricket Club to train on Thursday evenings throughout the season be approved. (Prop Cllr G Norman, 2nd Cllr S Mortlock) All in favour.

(iii) To note "Thank You" from EAAA
Noted

(iv) To note price increase Thalia Waste Management effective 10th May 2026.
Noted

(v) To consider correspondence regarding speeding Overcote Lane 9th May 2026.
Resolved: That the Clerk reports the speeding on Overcote Lane and Mill Way to CCC and HDC. (Prop Cllr A Whyte, 2nd Cllr S Mortlock) All in favour.

(vi) To consider request for a plaque to be placed on a cremation plot Mill Way cemetery.
Members discussed the request and stated that the request contravenes the regulations.
Resolved: That with the request for a plaque to be placed on a cremation plot Mill Way cemetery be declined. (Prop Cllr A Whyte, 2nd Cllr J Neish) All in favour.

(vii) To consider attending Code of Conduct training provided by CAPALC.
Cllr S Martin and Cllr S Mortlock would like to attend.
The Clerk will email all Councillors for a response as to whether each Councillor would like to attend.

(viii) To review resolution re permission for bouncy castles on Overcote playing field.
Resolved: That the resolution from 5th August 2025 Item 59.1 stands and private requests for a bouncy castle on Overcote Lane playing field be prohibited. (Prop Cllr E MacPherson, 2nd Cllr S Mortlock) 8 in favour, 1 abstention.

(ix) To consider reply form Needingworth Colts regarding storage of goals and agree actions.
Resolved: That the Clerk write to Needingworth Colts requesting the goals be moved to near the emergency gates (not blocking the gates) with the nets removed or tied up. (Prop Cllr S Mortlock, 2nd Cllr C Pearce) All in favour.

(x) To consider request for use of the MUGA by Ouse valley Vipers.
Resolved: That the request for use of the MUGA by Ouse Valley Vipers be approved subject to a charge of £25 for day, receipt of a Risk Assessment, Insurance and advise no BBQ's are allowed on the field. Ouse Valley Vipers to contact the VHT for hire of the toilets. (Prop Cllr E MacPherson, 2nd Cllr S Mortlock) All in favour.

(xi) To consider submitting project to Repair shop as per CAPALC newsletter.
Resolved: That the village milestone is put forward as a project for the Repair shop. (Prop Cllr E MacPherson, 2nd Cllr C Norman) All in favour.

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

- Cllr E MacPherson advised that approx. 40 people attended the VHT meeting. Eight trustees were appointed, seven of which are new trustees. It was a good meeting and Cllr E MacPherson thanked all Parish Councillors who attended and requested the Clerk to write to the former Chairman to thank all past trustees for their time given to the VHT.
- Cllr S Mortlock thanked Cllr E MacPherson for all of her efforts recruiting the new trustees. She advised CCC have reported that the fence on the roundabout is due to be fixed this financial year. She further advised that she has some door stickers left if anyone knows of any vulnerable people needing one.
- Cllr C Norman seconded Cllr S Mortlock thanks to Cllr E MacPherson.
- Cllr R Fountain queried whether the Parish Council come politely ask the owner of the van that is parking on Overcote Lane to move further along the road to aid visibility for other road users.
- Cllr R Fountain commented that a number of streetlights are obscured with trees/ ivy.
- Clerk reported:

1. TTRO closing Mill Way 26th May between 9.30am – 3.30pm for pothole repairs. The notice has been published on Facebook.
2. Cllr A Bulat has advised CCC are considering reinstating streetlights that were removed 2011-2016 and asked for any areas to be considered in the parish.
3. Clerk has a meeting with the Highways Officer tomorrow at 11am to discuss the DTSA project on Mill Way which is considering pedestrian safety between the two villages.

Being no further business the meeting closed 8.44pm

Chairman
Date

APPENDIX A

Leisure Facilities (5 + 2)		Environment (6 + 2)	
Chairman – Andrew Whyte (ex-officio)		Chairman – Andrew Whyte (ex-officio)	
Vice chairman – Colin Pearce (ex-officio)		Vice chairman – Colin Pearce (ex-officio)	
Roy Fountain		Nick Dyne	
Eda MacPherson		Sue Martin	
Sarah Mortlock		Coral Norman	
Jon Neish		Geoff Norman	
Vacancy		Vacancy	
		Vacancy	
Planning & Finance (Core of 7 + 2)		Consultation (5 + 2)	
Chairman – Andrew Whyte (ex-officio)		Chairman – Andrew Whyte (ex-officio)	
Vice chairman – Colin Pearce (ex-officio)		Vice chairman – Colin Pearce (ex-officio)	
Roy Fountain		Nick Dyne	
Eda MacPherson		Roy Fountain	
Sue Martin		Jon Neish	
Sarah Mortlock		Vacancy	
Coral Norman		Vacancy	
Geoff Norman			
Nick Dyne			
All Councillors may attend this committee			
G & D For Panels 3 selected from:		Appeals For Panels 3 selected from:	
Roy Fountain		Nick Dyne	
Eda MacPherson		Sue Martin	
Jon Neish		Sarah Mortlock	
Coral Norman		Geoff Norman	
Andrew Whyte as Chair		Colin Pearce as Vice-Chair	
HR (5 + 2)			
Chairman – Andrew Whyte (ex-officio)			
Vice chairman – Colin Pearce (ex-officio)			
Nick Dyne			
Eda MacPherson			
Sue Martin			
Sarah Mortlock			
Jon Neish			

APPENDIX B

The representatives on outside bodies for 2026/27 be as follows:

Bluntisham Internal Drainage Board – Cllr S Mortlock

CAPALC – Cllr N Dyne

Quarry Liaison Committee – Cllr S Mortlock

Rights of Way – Mr R Consoli

Road Infrastructure – Cllr J Neish

St Ives Road Safety Committee – Vacancy

Tree Warden – Cllr A Whyte

Parochial Church Council – Cllr A Whyte

“**From the ground up” –** Cllr N Dyne