

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON  
TUESDAY 3<sup>rd</sup> MARCH 2020 AT 7.30PM IN MILLFIELDS PAVILION**

**PRESENT:**

Cllr S Mortlock (Chairman)  
Cllr R Fountain  
Cllr E MacPherson  
Cllr L Macrae  
Cllr S Martin  
Cllr J Neish  
Cllr C Norman  
Cllr G Norman  
Cllr C Pearce  
Cllr A Whyte  
Cllr M Williamson

Mrs J Bowd (Parish Clerk)  
Mrs A Jackson (Assistant to the Parish Clerk)

**IN ATTENDANCE:**

There were 4 members of the public present.

**164. Apologies.**

To receive and accept Apologies for Absence.

Cllr A Holloway – Personal  
Cllr C O'Reilly - Personal

**165. 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.

176 (ii) Cllr R Fountain Non Pecuniary Village Hall Trustee

**166. Minutes**

(i) To confirm the Minutes of the Meeting held on 4<sup>th</sup> February 2020.

**Resolved:** That the minutes of the Meeting held on 4<sup>th</sup> February 2020 be signed by the Chairman as being a true and correct record. (Prop Cllr G Norman, 2<sup>nd</sup> Cllr E MacPherson) 9 in favour, 2 abstentions.

**167. Public Forum**

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

Time Allowed 10 minutes

No comments

**168. District and County Councillor Reports**

To receive verbal reports from district and county councillors.

District Councillor J Neish reported:

- Council Tax set at 2.6% rise that equates to just under £145.00 per year or a rise of £3.70
- Agreed within the budget to look into Civil enforcement parking
- Opening of the refurbished Cromwell museum
- Meeting Cross Keys as Ward Councillor
- Encourage councillors and the Clerk to attend the HDC Town and Parish Council Planning Forum on 12<sup>th</sup> March and HDC Town and Parish Conference on 18<sup>th</sup> March
- A141/St Ives transport group awaiting CCC to cost items before we can go public
- Rural exemption site visit, request for villagers to register

Planning:

- New ways of working and recruitment will enhance the already efficient Planning dept.
- 3 new DMO's started and advert out for Senior Planner following failed recruitments on last round.
- Updated members on outstanding planning

Enforcement:

- 820 current enforcement cases ongoing  
Cllr G Norman queried the latest news on the Vindis site having heard there are going to be a lot more houses than initially planned.  
District Councillor J Neish is not aware of this and will look into this.  
Cllr C Pearce commented on the appalling signage for diversions on the A14.

## 169. Policing

169.1 Neighbourhood Policing Team – Any Issues and Concerns.

**None**

## 170. Committees:

To note draft minutes of the following committees:

(i) Planning & Finance 18<sup>th</sup> February 2020

**Noted**

(ii) Leisure Facilities 18<sup>th</sup> February 2020

**Noted.**

## 171. Clerk's Report

To receive written report

Meeting Dates: –

17<sup>th</sup> March 2020 – Environment, Planning & Finance, Consultation

7<sup>th</sup> April 2020 Full council

Items to report.

- Glasses as reported on AFP February 2020 the payment was a reimbursement to the member of staff not a payment to a company therefore there is not a VAT element.
- HDC have confirmed that precept request for 2020/21 at £116565.00. Band D £118.34
- The Clerk has received letters from Class 5 Holywell primary school relating to Environment issues. A reply has been sent and the pupils have been invited to participate in the litter pick on 2<sup>nd</sup> April 2020.
- Clerk attended Practitioners conference 25<sup>th</sup>-27<sup>th</sup> February 2020.
- Clerk will be on holiday w/c 23<sup>rd</sup> March 2020
- Footpath Millfields - Cemetery: CCC Highways will be meeting with the contractor w/c 24<sup>th</sup> February for a "walk over". A date will also be confirmed but March start is likely.

Cllr A Whyte queried whether Eltisley Parish Council will be contributing towards the cost of the Clerk's glasses.

## 172. Finance and Risk

172.1. To approve accounts for payment as at 3<sup>rd</sup> March 2020

**Resolved:** That the accounts for payment totalling £8539.35 be approved. (Prop Cllr C Pearce, 2<sup>nd</sup> Cllr M Williamson) All in favour.

172.2 To approve the following payments within the clerk's delegated powers:

(i) Bright pay licence £118.80

(ii) Estimators Online £304.80

(iii) Signs for gates £30.77 (Amazon)

**Resolved:** That the payments totalling £454.37 made within the Clerk's delegated powers be approved. (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr J Neish) All in favour.

172.3 To note the bank reconciliation as at 6<sup>th</sup> February 2020

**Noted**

172.4 To note the budget report as 18<sup>th</sup> February 2020.

**Noted**

172.5 To consider surveyors report on the Lock- up agree actions.

**Resolved:** To obtain 3 quotes for all of the recommended work on the Lock up. (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr A Whyte) All in favour.

172.6 To receive an update on the Health & Safety report and approve the adoption of the lone working policy.

Cllr E MacPherson suggested a working doorbell be installed on the Village Hall.

Cllr R Fountain will check the existing doorbell to ensure it is working.

The Clerk advised that the PAT testing in the office has been completed.

The Chairman advised members that she, Cllr S Martin & Cllr A Whyte had checked the fire exits from the Village Hall and checked the tractor shed, which contained 9 gas bottles, 2 petrol cans, generator and several other items. The Chairman raised concerns with the amount of gas bottles in the tractor shed.

Cllr J Neish suggested requesting an inventory from the Scouts and as long as the quantity was within reason and correctly marked up this should not pose an issue with storing them in the tractor shed.

Legionnaires testing – the secretary of the Village Hall Trust has advised there is no legal requirement for the Village Hall to have this test due to their water system being a completely closed system under pressure. Clerk to write to the Village Hall Trust requesting details of their water system in order to check with the Health & Safety company.

Legionnaires check will be carried out at Millfields.

**Resolved:** That the Lone Working Policy be adopted. (Prop Cllr E MacPherson, 2<sup>nd</sup> Cllr S Martin) All in favour.

- 172.7 To ratify the hire fees Millfields 2020/21 as resolved by Leisure Facilities committee 18<sup>th</sup> February 2020.

**Resolved:** That the hire fees Millfields 2020/21 as resolved by Leisure Facilities committee on 18<sup>th</sup> February 2020 be ratified. (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr C Pearce) 10 in favour, 1 against.

### 173. Planning.

- 173.1 To consider the following application(s) that have been received:

- (i) Application ref: 20/00257/LBC Alter floor level and door to utility room. Remove section of wall and insertion of replacement beam  
1 Overcote Lane Needingworth

**Resolved:** That the application be accepted (Prop Cllr S Martin, 2<sup>nd</sup> Cllr A Whyte) 10 in favour, 1 abstention.

- 173.2 To note the invitation to HDC Town and Parish Council Forum 12th March 2020 and agree representatives.

Cllr S Mortlock and the Clerk will attend. Cllr E MacPherson and Cllr M Williamson will advise the Clerk if they are available to attend.

**Noted**

- 173.3 To consider the TTRO Application Back Lane / Holywell Front- APRIL 2020

It was agreed that the Clerk will register the objection to the application and make comments re: Need for increased power to the property which already has a supply. Safety concerns – emergency access, potential flooding, potential damage to the Front, whether it is necessary to close the road rather than to use a guided mole and traffic control, remove road closure overnight, where will equipment be stored and that there had been no consultation with the Parish Clerk.

### 174. Environment

- (i) To receive an update on closure of Falklands walk/Holywell Spinney for dog walking.

The Clerk advised that the signs have been removed from Falklands walk/ Holywell Spinney following the initial advice of the CCC Dog Warden of closure for one month. Dog walkers have continued to use the walk at their own risk and to date there have been no further reports of issues. This will be reviewed if required. Clerk to post decision on Facebook.

- (ii) To consider ashes interment request Mill Way cemetery.

**Resolved:** That the request for burial of animal remains be denied due to guidance being clear that this is not permissible. (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr S Martin) All in favour.

- (iii) To consider residents letter concerning trees Holywell Front (The Island)

The Clerk advised that concerns Holywell Front have been logged online with Environment Agency along with requests to clear the brook of debris following the recent storms.

**Resolved:** That the Clerk contact the Environment Agency again and encourage the resident to also contact the Environment Agency to log its concerns. (Prop Cllr A Whyte, 2<sup>nd</sup> Cllr M Williamson) All in favour.

## 175. Village Hall.

175.1. To receive a report from the representative of the Village Hall Trust.

Cllr R Fountain reported:

- Quiz night, 7<sup>th</sup> March is sold out
- Pop up restaurant, 8<sup>th</sup> April is a Greek menu, £22 per ticket for a 3 course meal

Cllr J Neish queried why the noise limiter was turned off in the Village Hall and asked if it was a requirement for the licence.

Cllr R Fountain advised it was not a condition of the licence.

Cllr C Pearce queried whether the Council had decided not to have a Village Hall report and have a 6 monthly check instead.

The Chairman advised that had been declined and suggested putting it on the April agenda for a resolution.

## 176. Community Engagement.

(i) To receive an update on VE75 event on 8<sup>th</sup> May 2020.

The Chairman thanked the Village Hall for allowing the use of the Village Hall for the VE75 event free of charge.

The Clerk advised she will meet with the musical group on 10<sup>th</sup> March 2020.

A working group will meet to organise the event: Cllr S Mortlock, Cllr S Martin, Cllr E MacPherson, Cllr L Macrae, Cllr C Norman, Cllr G Norman and Cllr A Whyte.

Cllr E MacPherson advised that it still has not been established whether groups using the village hall on Fridays will be in on that day and if they are we will be tight on time.

(ii) To receive reports on CIL Projects and agree actions:

- Village hall extension.

Still awaiting quotes form architects.

Cllr R Fountain addressed a previous question of whether it is allowable to build onto the Village Hall and has contacted Cambs ACRE who have advised him to check the 1958 Village Hall Act and the 2011 Charity Act. Cllr R Fountains interpretation of these Acts leads him to the conclusion that it is allowable to build onto the Village Hall for the purpose of a Parish Council office.

- Play equipment/Outdoor gym equipment. (written)

Cllr E MacPherson advised that the grant for the outdoor gym has been deferred for 3 months.

Members reviewed the quotes for play equipment and suggestion to take a more radical look at the park for a complete redesign and put in a 5 year plan for the area.

**Resolved:** To accept the quote of £5848 + VAT to repaint the existing play equipment and repair the existing surface in the play area to be paid from CIL money. (Prop Cllr E MacPherson, 2<sup>nd</sup> Cllr S Martin) 10 in favour, 1 abstention.

**Resolved:** That a working party of Cllr E McPherson, Cllr A Whyte, Cllr S Martin and Cllr S Mortlock be formed to take the redesign of the park project forward. (Prop Cllr J Neish, 2<sup>nd</sup> Cllr S Martin) All in favour.

- Community hub & office.

The Chairman advised that plans will be reviewed later under item 180.

- Village security(written)

Members reviewed the information gathered and commented that they are unable to justify the expense and ongoing cost in relation to the low crime level and should concentrate on the Parish Council's CCTV systems at the Village Hall and Millfields.

They further commented that images from our CCTV that was submitted to the police following vandalism were not acted upon.

**Resolved:** That the proposal for the CCTV on the entrances to the village be rejected. (Prop Cllr G Norman, 2<sup>nd</sup> Cllr R Fountain) 10 in favour, 1 abstention.

(iii) To approve request from Needingworth Scouts to hold Easter Egg hunt at Millfields.

**Resolved:** That the request from Needingworth Scouts to hold Easter Egg hunt at Millfields be approved. (Prop Cllr E MacPherson, 2<sup>nd</sup> Cllr S Martin) All in favour.

## 177. Correspondence

To receive correspondence and agree any actions: -

- (i) To note the Ouse Valley Way Marathon and Half Marathon Relay 13th September 2020  
To post on the Parish Council Facebook page.

**Noted**

- (ii) To note Busway Changes Spring 2020

**Noted**

## 178. Items to report (for information only and not for resolution).

- Cllr C Pearce advised that the overspill car park gate Overcote Lane had been left open and was unattended on Saturday 22<sup>nd</sup> February, 8.30am. Due to this being a secure area this should not happen.
- Cllr G Norman reported potholes on Harris Crescent.
- Cllr S Martin advised that she had cleared a lot of litter at Millfields carpark and queried whether the gate should be locked on a rota basis. Cllr E MacPherson suggested locking the gates at random times.
- Cllr R Fountain requested item 180 to be brought forward before item 179.
- Clerk has been advised that footpath on Mill Way will commence on 9<sup>th</sup> March and traffic will be controlled by 2 way traffic lights. They have requested the first 3 spaces to be cordoned off for storage of equipment. Cllr C Pearce requested photos to be taken of the carpark spaces prior to commencement of work.
- Clerk advised she has received letters from Class 5, Holywell School re environmental issues. The class have been invited to join the litter pick on 2<sup>nd</sup> April. Cllr A Whyte has delivered a hedgehog box to the school.

## 179. To resolve to close the meeting due to the confidential nature of the business to be discussed.

**Public Bodies (admission to meetings) Act 1960.**

**Resolved:** That the remainder of the meeting to the public due to the Confidential nature of the business to be discussed. All agreed

Meeting closed at 9.16pm.

Meeting reopened at 10.05pm no members of the public returned.

Cllr MacPherson reminded members that the matters discussed in closed session are to remain confidential.

There being no further business the meeting closed at 10.07pm

Chairman

Date