

MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON TUESDAY 4th AUGUST 2020 AT 7PM HELD VIRTUALLY VIA ZOOM MEETING

(In accordance with The Local Authorities and Police and Crime Panels Coronavirus (Flexibility of Local Authority Police and Crime Meetings) (England and Wales) Regulations 2020)

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:

County Councillor K Reynolds
District Councillor J Neish

There was 1 member of the public present.

36. Apologies.

To receive and accept Apologies for Absence.
Cllr C O'Reilly - Personal

37. 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 45.1 (i) Cllr J Neish – Non Pecuniary – Possible Ward Cllr Pre-determination

38. Minutes.

(i) To confirm the Minutes of the Meeting held on 7th July 2020.

Resolved: That the minutes of the Meeting held on 7th July 2020 be signed by the Chairman as being a true and correct record. (Prop Cllr C Pearce, 2nd Cllr C Norman) 10 in favour, 1 abstention.

39. Public Forum

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

Time Allowed 10 minutes

No comments

40. District and County Councillor Reports

To receive verbal reports from district and county councillors.

County Councillor K Reynolds reported:

- There are lots of things going on in the background with regards to Covid-19 and the County hub
- Houghton Poultry Research development is being resurrected – this is classed as a large development and has historic planning permission. This could impact residents with increased traffic on the A141 and the Silvaco roundabout.

The Chairman queried when the pelican crossing would be put in place near Aldi.

County Councillor K Reynolds was unable to give a date but will make enquiries and then advise the Clerk. However, he stated that the exit from Morrisons requires alterations to prevent a right turn.

District Councillor J Neish reported:

- Congratulations to the Parish Council on the safe reopening of the play area.
- District Council are currently working to support businesses on the High Street. They have recently awarded approx. £1.6 million from Government to a number of businesses throughout the district, this fund is now closed.
- The Houghton Poultry Research development is in the Local Plan. Hopefully the future traffic will be diverted elsewhere. The short term solutions that have been agreed to for the A141 corridor will hopefully be done soon.
- HDC are running a competition to name a new refuse vehicle. Request the Clerk to advertise this on the Facebook page and via the Coronavirus Support Group.
- Updated members on outstanding planning issues.

Cllr M Williamson asked whether HDC had any updates with the Government proposals for planning.

District Councillor J Neish advised there has been lots of discussion because the potential impact is quite large but they know very little.

The Clerk queried whether HDC staff are returning to the office due to the relaxing of COVID restrictions and whether they will be more contactable.

District Councillor J Neish advised that risk assessments have been carried out and if staff are successfully working from home and wish to continue to work from home they are able to remain as they are. Public visits to HDC will be by appointment only. Officers are making site visits now, however there has been a huge increase of reporting planning enforcement issues and these are being prioritised.

The Chairman queried whether there were any updates on car parking charges around the district.

District Councillor J Neish advised this is constantly under review but there will be lots of notice given to any changes. It is highly unlikely to change before September.

41. Policing

41.1 Neighbourhood Policing Team – Any Issues and Concerns.

None

42. Committees.

To note draft minutes of the following committees

- (i) Planning & Finance 21st July 2020

Noted

43. Clerk's Report

To receive written report.

Meeting Dates: –

1st September 2020 – Full Council

Items to report.

- Application to Company Barclaycard to increase credit limit declined 9th July 2020.
- Covid-19 Communities update - Monday, 13 July last issue but situation will be monitored
- Gate between garden plots and cemetery repaired.
- Personal accident insurance claim- payment of £2514.29 raised and remittance awaited. The TPD aspect does not apply for June – mid July as Clerk had worked over 50% of normal hours.
- Wasps nests removed by SDA Pest Control from Millfields Pavilion and tract or shed 24/7/20
- Oil spill in bus stop layby reported to HDC 27/7/20 Ref:GRFLJSKX
- A Holloway acknowledged letter of thanks for his work as a Councillor. 28/7/20.
- Office PC – Security software amended from quote of £68.60 to £57.60p.a
- 1 application received for Councillor vacancy. Notice published on Facebook and submitted to The Villager.

44. Finance and Risk

- 44.1. To approve accounts for Payment as at 24th July 2020.
Resolved: That the accounts for payment totalling £19418.02 as at 24th July 2020 be approved. (Prop Cllr M Williamson, 2nd Cllr J Neish) All in favour.
- 44.2 To approve the following payments within the clerk's delegated powers:
(i) St.Ives quick print: coronavirus leaflet for support group £230
Resolved: That the payments totalling £230.00 made within the Clerk's delegated powers be approved. (Prop Cllr C Norman, 2nd Cllr S Martin) All in favour.
- 44.3 To note the bank reconciliation as at 27th July 2020.
Noted
- 44.4 To note the budget report dated 24th July 2020.
Noted
- 44.5 To approve the annual report for 2020 and agree contract for printing.
Resolved: That the annual report for 2020 be approved. (Prop Cllr S Mortlock, 2nd Cllr M Williamson) All in favour.
Resolved: That the contract for the printing of the annual report be awarded to Impressions at a cost of £150 be approved. (Prop Cllr E MacPherson, 2nd Cllr L Macrae) All in favour.
- 44.6 To consider quotes for "cyclist dismount" sign.
The Chairman advised members that she had requested a quote for 'Scooters dismount'
Resolved: That the post and the largest size of the 'scooters dismount' sign be purchased at a cost of £63 + £25 carriage and the round child friendly cyclists dismount sign be purchased at a cost of £31.74 + £5 delivery be approved. (Prop Cllr G Norman, 2nd Cllr S Mortlock) 8 in favour, 3 against.
- 44.7 To approve Function 28 making website compliant: WCAG 2.1 AA rated by September 23rd 2020
Resolved: That Function 28 makes the website compliant: WCAG2.1 AA rated by September 23rd 2020 at a cost of £280 be approved. (Prop Cllr E MacPherson, 2nd Cllr S Martin) All in favour.
- 44.8 To approve the amendment to the asset figure on part 2 of AGAR 2019/20.
Resolved: That the asset figure on part 2 of AGAR 2019/20 be amended to £1512720 to reflect the addition of a trailer and strimmer that had been omitted from the original figure be approved. (Prop Cllr M Williamson, 2nd Cllr J Neish) All in favour.

45. Planning

- 45.1. To consider the following application amended plans. (Not consulted)
- (i) Application ref: 20/00443/FUL | Erection of 16 dwellings with associated landscaping, parking, cycle and refuse storage, sustainable drainage system (SUDs) and vehicular access point off Mill Way
Land North Of Sunryhl Church Street Needingworth
Resolved: To make comments reiterating original concerns along with a comment on the location of the play area. (Prop Cllr M Williamson, 2nd Cllr S Mortlock) 10 in favour, 1 abstention
- 45.2 To note the following applications that have been approved:
- (i) Application ref: 20/00003/ADV 3 no. Flex boxes and window graphic
W M Morrison Supermarket Needingworth Road St Ives PE27 4NB
Noted
- (ii) 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 St Ives PE27 4TU
Noted
- (iii) Application ref: 19/01991/NMA Amendment to 18/01681/HHFUL for the relocation of porch
29 The Furlongs Needingworth St Ives PE27 4TX
Noted
- 45.3 To note that the Buckden Submission (Regulation 16) Neighbourhood Plan is open for consultation.
Noted

46. Environment

- (i) To consider an application to Local Highway Improvement 2021/22
No applications put forward
- (ii) To consider the foot path officer update and agree any actions.
The Chairman thanked the footpath officer for his time. Comment was made that the reports showed a general lack of maintenance by Cambridgeshire County Council.
- (iii) To approve Christmas tree project for 2020.
Resolved: That the Christmas tree project for 2020 has a budget of £500 for purchase of tree and any extra lights/ decorations. Any event will be advised later following the latest Government guidelines with regards to Covid-19. (Prop Cllr S Mortlock, 2nd Cllr S Martin) All in favour.
- (iv) To note the TTRO Somersham Road St Ives.12th-13th September 2020.
Noted
- (v) To consider "opening event" for outdoor gym equipment post installation.
The Chairman thanked the Village Hall for offering storage space for the equipment should it arrive early.
The Chairman suggested a socially distanced opening event with Cllr E MacPherson, Cllr A Whyte and Cllr S Martin and invite the Hunts Post, date tba.
- (vi) To note the results of garden plot competition 2020
Noted
- (vii) To consider the tree survey dated 25th July 2020 and agree actions.
Resolved: That a quote be obtained for all priority 1 work identified in the tree survey. (Prop Cllr S Mortlock, 2nd Cllr A Whyte) All in favour.

47. COVID 19 matters.

- (i) To receive the report on current Covid-19 matters and agree actions.
 - Village Pantry
A discussion took place and members expressed their disappointment that the conditions of the loan agreement had not been met after 1 month of pursuing.
Resolved: That the Clerk writes requesting proof of insurance for the items purchased by the grant by 1st September 2020 in order for her to fulfil the terms of the loan agreement. (Prop Cllr S Mortlock, 2nd Cllr G Norman) All in favour.
 - Return of grassroots Football
Seniors have supplied a Risk Assessment for training and an update for match play has been requested.
Colts – the Clerk has liaised with the Colts and to date has not received their risk assessment. The Clerk has highlighted that the Parish Council would need to approve their return and as such would need their risk assessment prior to their return. Parish Council meetings – 18th August & 1st September.
Cllr C Pearce raised concerns with the number of games played on any one day and would consider these large gatherings. Under the current circumstances suggested that the number of games at Millfields be limited to 2 games per week. By limiting numbers could still use the front entrance for toilets and there be no tea bar. Concerns were also raised with the risk to the cleaner accessing an area that has had 80+ people through it.
Resolved: That Colts football will not start until the Parish Council has received the risk assessment and are satisfied with the precautions put in place ie. Stagger the 8 teams of games by restricting the number played at Millfields in any one week to two. Also no tea bar permitted. (Prop Cllr S Mortlock, 2nd Cllr E MacPherson) All in favour.
 - Risk Assessments: Return to face to face meetings, reopening of Parish Office, General workplace assessment
A discussion took place and members agreed to follow advice from NALC and SLCC, this will remain under review. The Chairman advised that the Parish Council require the Village Hall's risk assessment prior to them reopening the Village Hall to user groups.
Resolved: That the Parish Council will continue to meet virtually via Zoom and the Parish Council Office will remain closed. (Prop Cllr G Norman, 2nd Cllr S Martin) 10 in favour, 1 abstention.
Resolved: That the Clerk has a budget of £150-£200 to purchase a hoover for the office. (Prop Cllr A Whyte, 2nd Cllr G Norman) All in favour.
Resolved: That the purchase of a mini fridge be purchased for the tractor shed. (Prop Cllr C Pearce, 2nd Cllr J Neish) All in favour.

- Cricket.
Nets have been used twice a week. One game rain stopped play. Cllr C Pearce commented that the setup of Millfields is working well with all internal doors locked and restricted areas available.

48. Community Infrastructure Levy

To receive an update on projects and agree any actions:

- (i) To consider quote for architect fees– stage extension.
Resolved: To accept the quote from Simon Ward Architectural Design at a cost of £720, 50% to be paid by the Parish Council & 50% to be paid by the Village Hall Trust. (Prop Cllr A Whyte, 2nd Cllr C Pearce) All in favour.
- (ii) Outdoor gym equipment.
Discussed on item 46 (v)
- (iii) Play area 5 year plan (verbal)
Cllr S Martin advised members that 4 companies – Wicksteed, Sovereign, Kompan and SS Play have been approached for a 5 year plan to include teenage play equipment, trees and seating areas. Hope to start the tree planting system by the end of the year.
Cllr S Martin requested that a reduction in height of the play area hedge be considered at the next Planning and Finance meeting on 18th August.

49. Community Engagement.

49.1 To note Parish Council meeting dates for 2021/22

Noted

50. Correspondence.

To receive correspondence and agree any actions

- (i) Residents' correspondence regarding Holywell Front dated July 2020.
Noted
- (ii) Cambridgeshire Local Councils Conference 2020 - Save the date.
Noted
- (iii) To note the Great Ouse Valley's Chair Update & minutes
Noted

51. Items to Report (for information only and not for resolution)

- Cllr R Fountain stated that an email has been sent to the Clerk today advising the Village Hall are having their 5 year public building safety test to the electrics on Thursday 6th and Friday 7th August 2020 . There will be some interruptions to the electrical supply to the office.
The Clerk advised members that if electricity goes off it will disable the telephone as well.
- Cllr G Norman offered apologies for himself and Cllr C Norman for the September meeting.
- Cllr C Pearce commented on cars parking on the High Street and to keep under review.

There being no further business the meeting closed at 8.45pm

Chairman

Date