

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON
TUESDAY 1st SEPTEMBER 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 C Pearce (Chairman)
Cllr R Fountain
Cllr E MacPherson
Cllr S Martin
Cllr J Neish
Cllr C O'Reilly
Cllr A Whyte
Cllr M Williamson

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

IN ATTENDANCE:

District Councillor J Neish
Mr M Page, Brown & Co.

There were 2 members of the public present.

52. Apologies.

To receive and accept Apologies for Absence.

Cllr S Mortlock - Personal
Cllr C Norman – Personal
Cllr G Norman - Personal

53. 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 61.1 (i) & (ii) Cllr J Neish – Non Pecuniary – Possible Ward Cllr Pre-determination

Item 61.1 (ii) Cllr C O'Reilly - Pecuniary

54. Minutes.

(i) To confirm the Minutes of the Meeting held on 4th August 2020.

Resolved: That the minutes of the Meeting held on 4th August 2020 be signed by the Chairman as being a true and correct record. (Prop Cllr M Williamson, 2nd Cllr S Martin) 7 in favour, 1 abstention.

55. Public Forum

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

Time Allowed 10 minutes

A member of the public spoke in support of his planning application on item 61.1 (ii) and outlined the background to the site.

56. District and County Councillor Reports

To receive verbal reports from district and county councillors.

District Councillor J Neish updated members on matters relating to:

- St Ives Transport study
- White Paper Consultation on planning
- One Leisure sites re-opening swimming pools
- Future High Street Fund – St Neots
- Lock Up – update on Grade II listed building consent required for proposed works

Cllr S Martin asked if there was any update on the pedestrian crossing at Aldi.
The Clerk advised that County Councillor K Reynolds has copied her into emails trying to get answers – no response to date.
District Councillor Neish advised this may be combined with other proposals being considered to for local improvements.

57. Policing

57.1 Neighbourhood Policing Team – Any Issues and Concerns.

None

57.2 To note the Acting Police and Crime Commissioner: Parish, Town and City Council briefings and agree a representative.

Cllr M Williamson will attend.

58. Committees.

To note draft minutes of the following committees

(i) Planning & Finance 24th August 2020.

Noted

59. Clerk's Report

To receive written report.

Meeting Dates: –

6th October 2020 – Full Council

Items to report.

- 5/8/20 advised by A Killoran that he is no longer Chairman or a Trustee of Village Hall Trust – the new Chairman is Mr Quick.
- Fencing at Millfields completed 21st August 2020
- Replacement office PC installed w/c 10th August 2020.
- Replacement office printer installed 24th August 2020.
- 21/8/20 Fallen tree reported Chapel Lane on visiting the site with a tree surgeon it was found to be from a resident's property. Removal arranged at residents' cost.

60. Finance and Risk

60.1. To approve accounts for Payment as at 26th August 2020.

Resolved: That the accounts for payment totalling £9977.28 as at 26th August 2020 be approved. (Prop Cllr C Pearce, 2nd Cllr M Williamson) All in favour.

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

(i) VKF Renzel: Banner screen for office door £52.80

(ii) VAX outlet store £99.99 Hoover for office.

(iii) Vista print business cards £19.35

Resolved: That the payments totalling £172.14 made within the Clerk's delegated powers be approved. (Prop Cllr C Pearce, 2nd Cllr S Martin) All in favour

60.3 To note the bank reconciliation as at 26th August 2020.

Noted

60.4 To note the budget report dated 25th August 2020.

Noted

60.5 To note the internal audit report for year ending 31st March 2020 and agree any actions. The Chairman congratulated the Clerk and all involved on the very good internal audit report which was reiterated by District Councillor J Neish.

60.6 To consider quotes for tree survey works. (urgent identified as high risk)

Resolved: That the quote from Mr B Mutter for £1300 be approved. (Prop Cllr J Neish, 2nd Cllr M Williamson) 7 in favour, 1 against.

60.7 To consider quotes for hedge reduction around the under12's play area Overcote Lane.

Resolved: That the quote from Mr B Mutter for £200 be approved. (Prop Cllr Cllr A Whyte, 2nd Cllr E MacPherson) All in favour

60.8 To consider hedge reduction rear of 43-45 Harris Crescent

It was agreed that no action be taken at this time while the Clerk makes further enquiries as to ownership.

60.9 To consider email from resident regarding repairs to Lock-up.

Resolved: That a temporary repair be made to the damaged brick to stop water egress into the house and then review actions on report of the Lock Up be approved. (Prop Cllr C Pearce, 2nd Cllr A Whyte) All in favour

61. Planning

61.1. To consider the following applications received:-

- (i) Application ref: 20/01317/HHFUL Two storey side extension and single storey rear extension with internal modifications
Greenbank 2 Kestrel Court Needingworth St Ives PE27 4AB

Resolved: That the application be accepted. (Prop Cllr E MacPherson, 2nd Cllr C O'Reilly) 5 in favour, 3 abstentions

- (ii) Application ref: 20/01030/FUL
Use of land for open storage and the siting of 2 shipping containers.
The Barn Overcote Lane Needingworth

Having declared a pecuniary interest in this item Cllr C O'Reilly did not speak or vote on this item.

Resolved: That the application be accepted. (Prop Cllr M Williamson, 2nd Cllr C Pearce) 6 in favour, 2 abstentions.

61.2 To note the following applications that have been approved:

- (i) Application ref: **20/00938/HHFUL** Single story rear extension (infill) and upgrading of existing conservatory
36 St Johns Close Needingworth St Ives

Noted

- (ii) Application ref: **20/00655/ADV** Erection of a 8 metre internally illuminated totem sign
Abbey Retail Park, Harrison Way St Ives

Noted

62. Environment

62.1 To consider the Community Gritting Scheme applications for Winter 2020 – 2021

Cllr C O'Reilly volunteered. The Clerk will contact Mr I Armstrong and Mr G Fisher who have previously volunteered.

62.2 To consider email from Bluntisham Parish Council and email from the Environment agency on matters relating to ENVAR.

It was agreed that there is a problem with a smell in the village however members are not convinced it is from ENVAR but will support Bluntisham Parish Council with enquiries.

62.3 To consider request to place a memorial bench Holywell Front.

Resolved: That the request to place a memorial bench on Common Land on Holywell Front be declined. (Prop Cllr A Whyte, 2nd Cllr C Pearce) 6 in favour, 1 against, 1 abstention

63. COVID 19 matters.

- (i) To receive a verbal report on current Covid-19 matters relating to the village hall agree actions

The Clerk advised members that a meeting with 2 Village Hall representatives, the Chairman of the Parish Council and herself had taken place last week where the following was agreed:

- Office staff will have use of the toilet in the far end of the pavilion
- The office will be given a list of hirers and times of the Village Hall
- The kitchen will remain closed for the next month and then be reviewed

Members questioned the Village Hall's risk assessment with regards to one way system, masks, track & trace system, deep cleaning of high risk areas, provision of cleaning equipment for hirers, social distancing markers.

There remains concerns for the wellbeing and safety of the staff in the office. The Chairman advised that the situation should be kept under review and a HR meeting to be called if necessary. Cllr M Williamson commented that if required the office should be moved to more suitable accommodation.

- (ii) To note the Covid 19 overview report from Cambridgeshire County Council

Noted

- (iii) To receive a verbal update on return to grassroots football

The Clerk advised members that information on the special conditions have been shared with the Colts and the Seniors and agreement has been reached to proceed with Colts matches returning to Millfields on 5th September and the Seniors on 12th September.

64. Community Infrastructure Levy

To receive an updated report on projects and agree any actions:

- (i) Outdoor gym equipment.
Installation completed, the company will be on site tomorrow and Thursday to remove equipment left and fencing.
- (ii) CCTV
Members discussed advice received their expectations for the area covered by CCTV are unrealistic and that for the level of detail requested would considerably increase making the project unviable.
Cllr J Neish commented that the system previously proposed gave good coverage and visibility and would be a major deterrent.
It was agreed that the Clerk would contact the company for a refreshed quote and bring back to the Planning & Finance meeting.
- (iii) Village Hall Extension
A meeting is scheduled with the architect, Parish Council and Village Hall for 4th September.
- (iv) Footpath Mill Way

65. Community Engagement.

- (i) To consider arrangements for Remembrance Day 2020

The Clerk advised that there would be no possibility of a road closure at this short notice.

Cllr M Williamson advised there has been much debate and thought that people will want to lay wreaths on the war memorial and that a representative from each organisation could safely do this. No service and no parade will take place this year due to current government guidelines regarding gatherings. Parish Council will be kept advised of decisions made.

Resolved: That Cllr M Williamson will investigate further and advertise plans in the October Herald (Prop Cllr C Pearce, 2nd Cllr E MacPherson) All in favour

66. Correspondence.

To receive correspondence and agree any actions

- (i) To note letter of thanks regarding play area.
Noted

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

- Cllr S Martin reported the condition of the pavements on Overcote Lane.
- The Clerk advised that the Brownies had been offered the use of the gazebo but declined offer having made other arrangements.
- The Clerk advised members that the paint is flaking on 'D' rings of the rainbow unit in the children's play area. Wicksteed have advised that they no longer supply painted D rings but would replace with aluminium ones.

There being no further business the meeting closed at 8.36pm

Chairman

Date