

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON
TUESDAY 1st DECEMBER 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 O'Reilly
Cllr C Pearce
Cllr S Mitcham
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

There were 2 members of the public present.

118. Apologies.

To receive and accept Apologies for Absence.

None

119. 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 126.1 (i) (ii) (iii) - Cllr J Neish – Non-Pecuniary – Possible Ward Cllr Pre-determination

120. Minutes.

(i) To confirm the Minutes of the Meeting held on 24th November 2020.

Resolved: That the minutes of the Meeting held on 24th November 2020 be signed by the Chairman as being a true and correct record. (Prop Cllr G Norman, 2nd Cllr S Martin) All in favour.

121. Public Forum

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

Time Allowed 10 minutes

No comments

122. District and County Councillor Reports

To receive verbal reports from district and county councillors.

District Councillor J Neish reported:

Started to deliver the next round of grants including the discretionary one.

Tier 2

Following the announcement from Government– Huntingdonshire is to be placed in Tier 2 alongside the rest of Cambridgeshire and Peterborough as national lockdown restrictions come to an end on Wednesday 2 December.

Full details about Tier 2 restrictions can be found on the Government's website.

One Leisure opening up

Not sure (as its not particularly clear from Govt guidelines) whether community or village halls can open without the stringent Covid secure guidelines for distancing, cleaning, and staffing.

Think Local Campaign continues for the English lockdown.

- Continue to Promote – delivery, click and collect, takeaway – linked to Town Business Directories.
- Celebrate our markets in all our Towns and Christmas.
- Emphasis on safety and responsibility when in towns to be a focus.
- Plan for December in anticipation of a national lockdown being lifted, and alternate comms being developed if restrictions remain.
- **St Ives**
Christmas activities will be held each Sunday (6th, 13th and 20th December 10:30 to 14:30):
Bulky waste collection available, ring to book: 1-3 items = £35, 4-6 items = £50, 7-10 items = £75
As much as you can wishing you a very merry, if not different, Christmas.

Cllr S Mortlock queried whether there was going to be free parking available in December. District Councillor J Neish advised this is not an initiative that will be running this year following discussion with local businesses.

Cllr M Williamson queried the traffic survey being carried out, stating it would not be a true reflection of traffic in the area due to the current climate.

District Councillor J Neish advised this is the County Council annual survey and will give information into the St Ives Traffic Strategy, however they recognise this won't be representative of normal traffic flow in the area.

123. Policing

123.1 Neighbourhood Policing Team – Any Issues and Concerns.

None

123.2 To note the briefing notes PCC Huntingdonshire 10th November 2020.

Noted

124. Clerk's Report

To receive written report.

Meeting Dates: –

5th January 2021 – Full Council

19th January 2021 – committees

Items to report.

- Signed Tenancy agreements for plots 24a & b now received (wildflowers)
- Office will be closed from 21st December 2020-29th December 2020.
- Letter sent to residents Holywell Front requesting that they cut back any shrubs overhanging the footpath.
- Village sign removed for refurbishment. Residents advised via Facebook.
- Cllr Martin has agreed to deliver Stay well this winter campaign 2020/21 leaflets around the village.
- Kerb to be drooped at the Holywell end of the Falklands Walk. CCC Highways have given approval. Farmer has stated that he will relocate the "no horses" sign.

Cllr S Martin advised members that she has the Stay Well packs and if any Cllrs know of any vulnerable adults who might benefit from one to let her know.

125. Finance and Risk

125.1. To approve accounts for Payment as at 24th November 2020

Resolved: That the accounts for payment totalling £15,782.34 as at 24th November 2020 be approved. (Prop Cllr M Williamson, 2nd Cllr S Mortlock) All in favour.

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

(i) Refund of garden plot deposit (x2) £100

Resolved: That the payments totalling £100 made within the Clerk's delegated powers be approved. (Prop Cllr M Williamson, 2nd Cllr E MacPherson) All in favour

125.3 To note the bank reconciliation as at 24th November 2020

Noted

125.4 To note the budget report dated 24th November 2020

Noted

125.5 To consider quote for purchase of John Deere X590 and trade in of existing X590 and Countax

Resolved: That the quote for £3865 ex VAT for the purchase of John Deere X590 including the trade in of the existing X590 be accepted. (Prop Cllr C Pearce, 2nd Cllr J Neish) 10 in favour, 3 abstentions.

Resolved: That the Countax mower be offered for sale by sealed bid. (Prop Cllr S Mortlock, 2nd Cllr M Williamson) All in favour.

125.6 To consider quote for replacement streetlamp PC6 Holywell Back Lane

Resolved: That PC6 streetlight is not replaced and that the LED proposal is progressed. (Prop Cllr S Mortlock, 2nd Cllr G Norman) All in favour.

125.7 To note the External Auditor report 2019/20

Cllr S Mortlock congratulated the Clerk on an unqualified audit and clarified the note recorded.

Noted

125.8 To approve payment of December salaries on 18th December 2020.

Resolved: That the payment of December salaries on 18th December 2020 be approved. (Prop Cllr E MacPherson, 2nd Cllr M Williamson) All in favour.

125.9 To approve payments made by Direct Debit.

Resolved: That the payments made by Direct Debit be approved. (Prop Cllr E MacPherson, 2nd Cllr M Williamson) All in favour.

126. Planning

126.1. To consider the following applications received: -

(i) Application ref: **20/02184/TRCA Works to Tree in Con Area**

Unknown (T1) - fell trees because dead with collapsed large branches leaning onto single story garage roof and likely to fall if high winds. Currently present significant risk, particularly with young children on property. Only behind held up by Ivy leaves and roots. Yew (T2) - take around 1.5 metres off the western side and front side due to large branches impeding onto single story garage, and overhanging entrance way to property. The Croft Holywell Front Holywell St Ives PE27 4TG.

Resolved: That the application be accepted. (Prop Cllr S Mortlock, 2nd Cllr G Norman) 12 in favour, 1 abstention.

(ii) Application Ref: **20/01904/FUL** Erection of 2 blocks comprising 8 units for B1/B2/B8 Employment

Use together with car parking and service areas

Columbus House 12 Stocks Bridge Way Compass Point Business Park St Ives

Resolved: That a comment is made regarding the speed of the traffic (Prop Cllr S Mortlock, 2nd Cllr E MacPherson) 12 in favour, 1 abstention.

(iii) Application ref: 20/01905/S73 Variation of conditions 2 (Plans) and 3 (Materials) of application

18/01625/HHFUL - to regularise the use of render instead of facing bricks as approved.

Blyth House Holywell Front Holywell St Ives PE27 4TQ.

Resolved: That the application be accepted. (Prop Cllr S Mortlock, 2nd Cllr M Williamson) 12 in favour, 1 abstention.

127. Environment

127.1 To approve draft letters for issue in cases of breach of cemetery regulations.

Members discussed the draft letters and requested clarity regarding the use of vases.

Resolved: That the draft letters and regulations are reviewed, and proposal returned to a future meeting. (Prop Cllr S Mortlock, 2nd Cllr S Martin) All in favour.

127.2 To note the report on garden plots.

Noted

127.3 To receive a verbal report on Christmas Lights/tree.

- Cllr A Whyte has collected the tree
- Cllr C O'Reilly will dig the hole on Thursday and the tree will be put up on Thursday.
- New lights have been purchased. The old lights have been used on the existing decorations.
- A frames have been installed at the entrance to the village.
- Friday 4th December - Lights will be turned on at 4pm. Lights will be on 4pm – 10pm.

128. COVID 19 matters.

- (i) To receive a verbal report on current matters relating to Covid 19.

Huntingdonshire has been placed into tier 2

Full list of restrictions is available on Government website or office can send a copy out if requested.

Basically, the District has gone up a tier (subject to Government approval in Parliament) so there is no reason to relax any of the rules but Council need to consider if any require tightening.

Main points:

- Must not socialise with anyone in any indoor setting you do not live with unless in a support bubble, this includes home or public space
- You must not socialise in a group of more than 6 outdoors.
- Public attendance at spectator sports can resume outside, subject to social contact rules. Max 2000 outdoors 1000 indoors.
- You must continue to follow tier 2 rules when you travel to tier 1 area.
- Avoid travel to a tier 3 area other than when necessary

Impact on Parish Council

- Continue to hold remote meetings of Parish Council
- Parish Council office to remain closed to members of the public and RA to apply if Councillors wish to visit the office.

Impact on Parish Council facilities.

- Garden plots – existing advice which is published on the gate to continue
 - Cemetery- National guidelines to be adhered to with max 30 people permitted to attend a funeral. Social distancing to apply. Office staff checking with undertakers when funeral booked that the family have been advised.
 - Millfields- Outdoor sport can restart
 - FA rules to be considered but ultimately the facility is owned by the Parish Council and you need to consider your responsibilities in keeping it a Covid secure site.
 - Unclear when FA last updated their guidance, but it does cover arrival at venues which included checking participants for symptoms and clear signage e.g. one-way systems to manage entry, traffic flow and around the venue.
 - Departing – traffic flow systems to be followed.
 - Programme of activities should allow sufficient space (e.g. 10 min window) to avoid clustering of groups pitch side or in the car park before/after session.
- Flexible kick off times should be used to accommodate this.

- (ii) To consider report from Needingworth Colts requesting a review of the number of matches permitted to be played.

A lengthy discussion took place in light of the new tier 2 regulations. The Chairman permitted the Chair of the Colts to speak and answer question from members. Whilst there was a willingness to work with the Colts to increase the number of matches concerns were also raised about the number of people attending and their access and egress from the site.

Resolved: That

- a maximum of 3 matches be permitted each Saturday
- staggered start time for each match. Only one match to start at any one time. Suggested start times: 9am, 9.30am & 11am. Which will enable no meeting of 2 teams in the carpark either before or after matches. Also allowing for clearing of the site by 12.30pm.
- in the event that match times mean there will be an overlap of times then matches must be played on pitches at either end of the Millfields site
- Colts to have cleared the site by 12.30pm at the latest
- use school carpark for home team parking
- a fourth match is not permitted at this time
- no flipping of matches permitted in line with the standard condition of hire for Millfields
- Any amendments to match schedules need to be advised to the Parish Clerk by midday Thursday and confirmed by the Parish Clerk.
- all other special conditions remain in place
- these rules remain in place until Council pass an amended resolution (Prop Cllr J Neish, 2nd Cllr E MacPherson) All in favour.

- (iii) To note letter from Mrs J Lancaster HDC regarding Parish support.

Noted

129. Community Infrastructure Levy

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

- (i) Play area improvements including seating.

Cllr S Martin praised the work so far. Queries were raised around the cost of maintenance and impact on grounds maintenance.

Resolved: That the quote from Sovereign for the Space Net of £24,126.98 ex VAT and the purchase of 6 trees be approved, funding to come from CIL funds subject to Sovereign satisfactorily rectifying the outdoor gym surface. (Prop Cllr A Whyte, 2nd Cllr J Neish) 11 in favour, 2 abstentions

- (ii) Outdoor gym equipment surface complaint.

Clerk to arrange for Sovereign representative to attend January meeting

- (iii) Stage extension.

The Chairman stated that to take the project forward a business plan will be required from the VHT.

The Chairman spoke to say that the draft plans have gone back to the architect for notes before going to the quantity surveyors for costings. She asked the Clerk to write to the Village Hall outlining the Parish Councils requirements.

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

- Cllr C Norman thanked the Clerk for all of her hard work and wished her a Happy Christmas.
- Cllr G Norman reported a Ford Focus that has been parked on Ashton Close for 4 months. The Clerk advised this has been reported to HDC as an abandoned vehicle.
- Cllr M Williamson queried whether the rota for locking Millfields gates will continue past 20th December. The Clerk will contact the volunteers.
- Cllr A Whyte reported that the gates to the entrance to the village require some attention.
- Cllr L Macrae advised that shrubs have been planted on the land at the top of Silver Lane, raising concerns over the resident attempting to claim ownership.
- Cllr S Martin reported rubbish being blow out of the skips at the Doggy Day Care, The Barn, Overcote Lane.
- Cllr S Martin reported the increase in dog mess along Harris Crescent and Church Street.
- Cllr E MacPherson advised the keys for Millfields will be put back in the box.
- Cllr C Pearce queried whether Seniors could train on Wednesday. The Clerk will email Seniors to advise they can.
- Cllr C Pearce advised that the cracks in the road have been marked in Harris Crescent.
- Cllr J Neish advised the road outside of David Wilson homes has been cleaned.
- The Clerk advised Cambridge Water has road works on Overcote Lane and High Street from 1st December. B.T have road works on Silver Lane/ High Street from 7th December.
- The Clerk advised that Hill Farm House, Holywell have permission from HDC for the felling of a box maple.
- The Clerk reported the Council have received a Christmas card from the community of St John the Baptist.

The Chairman thanked Councillors for attending and wished everyone a Happy Christmas.

There being no further business the meeting closed at 8.50pm

Chairman

Date