

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON  
TUESDAY 1<sup>st</sup> MARCH 2022 AT 7.30PM AT MILLFIELDS PAVILION**

**PRESENT:**

Cllr A Whyte (Chairman)  
Cllr R Fountain  
Cllr D Jackson  
Cllr E MacPherson  
Cllr S Martin  
Cllr S Mitcham  
Cllr S Mortlock  
Cllr J Neish  
Cllr C Pearce  
Cllr M Williamson

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

There were no members of the public present.

**158. Apologies.**

To receive and accept Apologies for Absence.

Cllr C Norman – Personal

Cllr G Norman – Personal

County Councillor K Reynolds - Personal

**159. 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 167.1 (i), (ii), (iii) Cllr J Neish – Non Pecuniary – Possible Ward Cllr Pre-determination

Item 167.1 (ii) Cllr S Mortlock – Non Pecuniary – Neighbours with applicants

Item 167.1 (ii) Cllr E MacPherson – Non Pecuniary – Friends with applicants

**160. Minutes.**

To confirm the Minutes of the Meeting held on 1<sup>st</sup> February 2022.

**Resolved:** That the minutes of 1<sup>st</sup> February 2022 be signed as a true and correct record (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr J Neish) All in favour.

**161. Public Forum**

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

Time Allowed 10 minutes

**None**

**162. District and County Councillor Reports**

To receive verbal reports from district and county councillors.

District Councillor J Neish reported:

**COUNCIL BUDGET 2022/23**

Huntingdonshire District Council's (HDC) 2022/2023 budget was presented at a meeting of the Full Council on Wednesday 23 February and approved for the forthcoming financial year.

Highlights include:

- £1m investment in our parks, nature reserves and open spaces
- £870k into street cleansing to keep our district green and clean
- £2.9m towards our waste management service
- £100k to fund a street outreach service to help prevent rough sleeping.
- £1.5m investment in upgraded facilities Hinchingsbrooke Country Park

To enable the council to carry on providing vital statutory services, Huntingdonshire Band D Council Tax is set to go up by £5 a year to £150.86 for a Band D property The rise, which amounts to 10p a week, or 3.4%, means that the average household will only pay a total of £2.90 a week for all the services provided by Huntingdonshire District Council.

Of the 181 Non-Metropolitan District Councils across England, Huntingdonshire District Council had the 18th lowest Council Tax charge for 2021/22. This is less than South Cambs, Cambs City and Fenland.

We collect council tax on behalf of Cambridgeshire County Council, the police, fire and town/parish councils we keep just 7p of every £1 of council tax collected.

Our pandemic recovery work continues to move on at a pace and we have plans to enhance all our Market towns.

Full Council endorsed the model Code of Conduct.  
Local business Le Mark are supporting the collection for Ukraine.

Cllr S Mitcham commented that St Ives bridge is scheduled to be closed for 4 weekends and whether there was any contingency in place for emergency services.  
District Councillor J Neish advised that emergency services will be able to use the old bridge if needed.  
Bridge will be closed Friday 8.30pm until Monday 5am during the following weekends: 18 – 21 March, 25 March – 28 March, 1 April – 4 April, 8 April -11 April.

### 163. Policing

163.1 Neighbourhood Policing Team – Any Issues and Concerns.

Cllr M Williamson advised that the Police Commissioner has funds available for grant applications which assist that deal with improving antisocial behaviour.

### 164. Committees:

To note draft minutes of the following committees.

(i) Planning & Finance 15<sup>th</sup> February 2022

**Noted**

(ii) Leisure Facilities 15<sup>th</sup> February 2022

**Noted**

### 165. Clerk's Report

To receive written report.

Meeting Dates: –

Full Council – 5<sup>th</sup> April 2022.

15th March 2022 – Planning & Finance/Environment/Consultation (if required)

Items to report.

- Clerk on leave 21-25<sup>th</sup> March 2022.
- 1<sup>st</sup> February 2022 £500 received from Cadent Gas re car park repair following installation of gas governor.
- Streetlights PC17 (Queens Head & PC4 Bluntisham Road) remain out of service. Clerk is dealing with UK power networks to rectify.

### 166 .Finance and Risk

166.1. To approve payments made within Clerks delegated powers

(i) Libra security temporary removal & replacement of cameras Millfields pavillion  
£318.00

**Resolved:** That the payments made within Clerks delegated powers totalling £318.00 be approved. (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr C Pearce) All in favour.

166.2 To approve accounts for Payment as at 1<sup>st</sup> March 2022.

**Resolved:** That the accounts for payment totalling £10,118.85 as at 1<sup>st</sup> March 2022 be approved. (Prop Cllr C Pearce, 2<sup>nd</sup> Cllr M Williamson) All in favour

166.3 To note the bank reconciliation as at 16<sup>th</sup> February 2022.

**Noted**

166.4 To note the budget report as at 22<sup>nd</sup> February 2022.

**Noted**

166.5 To note the post installation inspection report for the Spacenet.

**Noted**

166.6 To consider quotes for serving Bomag roller prior to loaning to Needingworth Cricket Club.

**Resolved:** That the quote from D B Transport totalling £175 + VAT be approved. (Prop Cllr S Mortlock, 2<sup>nd</sup> Cllr S Mitcham) All in favour

## 167. Planning.

### 167.1 To consider the following applications received:

- (i) Application ref: 21/02842/HHFUL Demolition of existing conservatory to erect new rear extension and garage conversion

10 Ashton Close Needingworth St Ives PE27 4UA

**Resolved:** That the application be supported. (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr E MacPherson) 9 in favour, 1 abstention.

- (ii) Application ref: 22/00181/OUT Proposed dwelling on land fronting Mill bungalow Mill Way Needingworth.

Mill Bungalow Mill Way Needingworth St Ives PE27 4TF

**Resolved:** That the Clerk responds to HDC with a neutral response with the following comments:

- Hedge not to be removed
- Anomalies within the paperwork provided therefore need clarity as to whether the proposal is for a house or bungalow and more information needed
- Potential height issue may be unsuitable for the plot
- Dominant in the space

(Prop Cllr M Williamson, 2<sup>nd</sup> Cllr S Martin) 5 in favour, 5 abstentions.

- (iii) Application ref: 22/00311/FUL: Erection of two detached dwellings following the demolition of the existing property and associated buildings.

13 High Street Needingworth St Ives

Members commented that this is on a busy road with a dangerous bend and the proposed parking is limited. The 2 neighbouring properties have the whole frontage available for parking. Drawings are deceiving with two very large houses that appear over powering for the plot and not in keeping with the street scene

**Resolved:** That the application be objected due to the above comments. (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr E MacPherson) 8 in favour, 2 abstentions.

### 167.2 To note the following applications that have been approved:

- (i) Application ref : 21/01723/REM Application for approval of reserved matters (landscaping,

appearance, scale and layout) following the grant of planning permission ref. 18/01073/OUT Land Rear Of 92 To 108, High Street Needingworth.

**Noted**

- (ii) Application ref: 22/00370/TRCA DD. 1 x Ash tree - remove broken hanging branch St John The Baptist Church Holywell Front Holywell

**Noted**

## 168. Parish Office.

- (i) To note correspondence from Village Hall Trust regarding relocation of Parish Office.

**Noted**

- (ii) To consider plans for both a standalone hub and also a relocated Parish office.

Cllr S Mortlock gave a brief summary of project so far and confirmed the options are:

- Relocation to the end of the pavilion – favoured location
- Standalone Parish Office and Hub

Each Councillor was given an opportunity to express their views.

Members discussed options available covering:

- Relocation to the pavilion would be the quickest and most economical way forward which would also leave the option to extend in the future.
- No loss of car parking space from the relocation to the pavilion
- Whether the pavilion offers enough space to future proof the Council
- Grant obtained from HDC is based on the existing plans for a standalone unit and would need to be reapplied for if proposal is changed
- Estimate for standalone option is out of date and would also be subject to additional 5 – 30% add on for contractor profit.
- Cllr C Pearce would vote in favour subject to an extension being considered.

**Resolved:** To relocate the Parish Office to the end of the pavilion taking in the office area, shower room, toilet, small storage room and the chair storage area. (Prop Cllr E MacPherson, 2<sup>nd</sup> Cllr M Williamson) 9 in favour, 1 abstention.

- (iii) To approve arrangements for achieving the decision taken in item 168 (ii)

Cllr S Mortlock advised she had approached 3 contractors for the renovation works and has only received one quote. The Clerk has approached 2 contractors – one can only do the decoration and the other will be visiting the location on 3<sup>rd</sup> March.

The Clerk needs to advise HDC of the change to the project and to reapply for the grant.

Members requested the Clerk write to the Village Hall Trust to thank them for their support in this project.

**Resolved:** That the quotes be taken to Planning & Finance on 15<sup>th</sup> March to review and award the contract. (Prop Cllr E MacPherson, 2<sup>nd</sup> Cllr S Mortlock) All in favour.

## 169. Community engagement

169.1 To receive a verbal report on LHI BID Panel meeting 28<sup>th</sup> February 2022.

The Chairman summarised the meeting and points raised.

Cllr J Neish advised he had encountered technology issues and was unable to connect to the meeting but had subsequently written to Cllr Maguire regarding the 30mph speed limit with photos of the stretch of road commenting on the personal safety of children and residents crossing the road to access the footpath into the village and the road safety aspects. He further advised that Section 106 was not relevant to this application.

The decision will be made at the end of March.

169.2 To receive an update on boat moored Holywell Front.

The Clerk advised that Brownhill Staunch remains closed but is now expected to be reopened on 4<sup>th</sup> March.

Cllr A Whyte commented that they are tied up to the signs again and would request that they use their own mooring posts.

169.3 Village Hall Extension:

(i) To consider whether this is to be a Parish Council or Village Hall Trust project.

**Resolved:** To take this project forward as a Parish Council project with consideration for extra resourcing to facilitate it. (Prop Cllr S Mitcham, 2<sup>nd</sup> Cllr E MacPherson)

(ii) To approve drawing up of plans to take to planning stage.

Cllr M Williamson advised that all village hall user groups had been consulted on the plans and considers that the proposed extension would benefit a lot of people within the parish.

Cllr S Mitcham queried whether the Tennis Club had been involved in the scheme.

Cllr M Williamson advised that their wishes had been considered with the current proposal.

Cllr C Pearce commented that the tractor shed would not be cheap to dispose of and asked whether consideration had been given to move it.

**Resolved:** That drawing up of plans to take to planning stage be approved. (Prop Cllr E MacPherson, 2<sup>nd</sup> Cllr D Jackson) All in favour.

(iii) To review electrical installation condition report dated 5/8/2020 and agree any actions.

Cllr R Fountain advised members that the Village Hall Trust had agreed to initiate all changes as noted on the 5 year report, however an updated quote had been sought which will be considered at their next meeting on Thursday 3<sup>rd</sup> March.

Cllr S Mortlock also queried whether the pressurised tank will be addressed as this has not been registered and therefore in her opinion could invalidate the VHT insurance in the event of an incident involving the tank.

The Chairman requested the Village Hall Trust update the Parish Council on the date for the completion of the works.

169.4 To receive an update on the replacement roll of honour.

Cllr M Williamson advised that the notice was included in the Villager and they are now waiting for responses to complete the roll of honour.

169.5 To consider the purchase of outdoor table tennis tables from CIL funds.

**Resolved:** To obtain quotes for table tennis tables including a suitable base. (Prop Cllr E MacPherson, 2<sup>nd</sup> Cllr M Williamson) 8 in favour, 2 against

169.6 To consider purchase of basket seat swing for Overcote lane playing field from CIL funds.

Members queried whether the quotes were like for like – the swings appear to be different sizes.

**Resolved:** To consider quotes for basket swing in conjunction with those for the table tennis tables at the next appropriate meeting. (Prop Cllr J Neish, 2<sup>nd</sup> Cllr M Williamson) 9 in favour, 1 abstention.

169.7 To receive a verbal update on plans for Queen's Jubilee celebration.

Cllr S Martin reported:

That the event will be on Thursday 2<sup>nd</sup> June, starting approx. 5.30pm until the beacon lighting.

- Serving cupcakes and tea
- Outside food traders
- Family disco
- Pre school will do face painting
- Competitions – cake decorating and make a crown
- Raffle
- Trumpet player
- Reading of Declaration
- Memorial spoons to be purchased for the school children

Cllr E MacPherson requested help on the day and for as many Councillors as possible to be in attendance.

The Chairman thanked the working party for their efforts so far.

#### **170. Policy.**

170.1 To approve Clerks delegated powers during period of National mourning & unprecedented times as identified by the Chairman.

**Resolved:** That the Clerks delegated powers during period of National mourning & unprecedented times be approved. (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr J Neish) All in favour

170.2 To review the following policy documents:

(i) Dignity at work – bullying & harassment.

**Resolved:** That the Dignity at work – bullying and harassment policy be approved. (Prop Cllr J Neish, 2<sup>nd</sup> Cllr M Williamson) All in favour

(ii) Investment policy

**Resolved:** That the Investment policy be approved. (Prop Cllr J Neish, 2<sup>nd</sup> Cllr E MacPherson) All in favour

170.3 To approve list of payments made on behalf of Parish Council by direct debit.

**Resolved:** That the list of payments made on behalf of Parish Council by direct debit be approved. Attached as Appendix A. (Prop Cllr M Williamson, 2<sup>nd</sup> Cllr E MacPherson) All in favour

#### **171. Correspondence**

To receive correspondence and agree any actions: -

(i) To consider request from Needingworth Scouts to hold Easter Egg Hunt, Falklands Walk.

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

(ii) Minutes of St Ives Road Safety Committee Meeting held on 11<sup>th</sup> January 2022.

**Noted**

(iii) To note the Queens Green Canopy virtual plaque.

**Noted**

(iv) To note letter from CCC St Ives P&R Microgrid.

**Noted**

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

- Cllr C Pearce commented on the new footpath by St Ives sailing club and the need to clear the drains to allow for excess water to drain away. Cllr J Neish advised to report to highways.
- Cllr J Neish queried whether the Council would consider the HDC sporting events. The Clerk advised this had been considered at Leisure Facilities and turned down.
- Cllr S Martin queried the progress on the purchase of another De fib to be located at the shop. The Clerk advised that so far, she has not found a funder for the project. Cllr S Martin further advised that Harradines are sending a lorry to Poland with donations for refugees on Friday. There is a village collection point next door to the school.
- Cllr E MacPherson thanked the Chairman and Mr Martin for planting the trees on Overcote playing field. She further advised that she had been to the Cemetery and tidied up and in her opinion, it was caused by the recent winds.
- Cllr D Jackson advised that the Queens Head had their oil stolen again this week. He further commented on the tree debris in the ditches along Overcote Lane.
- Cllr S Mortlock raised whether Tesco had been approached for funding for a new de fib for the village.
- Cllr R Fountain raised the condition of the access to Overcote Lane playing field.

There being no further business the meeting closed at 9.25pm

Chairman

Date

## APPENDIX A

### 21/2/22 List of payments made by Direct Debit:

- Salvus. pension.
- British Gas – Millfields electricity.
- Fuel Genie.
- Company Barclaycard.
- CF Corporate finance – printer lease
- SSE Energy – streetlights
- HDC – Rates for cemetery
- Source for business – water
- BT -telephone & internet
- Amey CeSPA – Waste collection Millfields