

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON
TUESDAY 3rd MAY 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 Mortlock
Cllr J Neish
Cllr C Pearce
Cllr M Williamson

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

IN ATTENDANCE:

Mr Hay, Enforcement Officer CCC
There were no members of the public present.

The Chairman thanked Cllr C Norman and Cllr G Norman for their time on the Council.

188. Apologies.

To receive and accept Apologies for Absence.

Cllr C Norman – Personal
Cllr G Norman – Personal
Cllr S Mitcham- Personal
CCC K Reynolds -Personal

189. 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 197.1 (i), (ii) Cllr J Neish – Non Pecuniary – Possible Ward Cllr Pre-determination
Item 197.1 (i) Cllr D Jackson – Non Pecuniary – Friend of the applicant

190. Minutes.

To confirm the Minutes of the Meeting held on 5th April 2022.

Resolved: That the minutes of 5th April 2022 be signed as a true and correct record (Prop Cllr M Williamson, 2nd Cllr E MacPherson) 8 in favour, 1 abstention.

191. Public Forum

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

Time Allowed 10 minutes

None

196.10 brought forward.

Mr Hay advised members that he deals with traveller encampments for the County and that he should be the first point of contact should travellers arrive on Parish Council land. He advised that he had carried out a site visit with the Chairman and the Clerk and advised of possible steps to be taken to improve security.

192. District and County Councillor Reports

To receive verbal reports from district and county councillors.
District Councillor J Neish reported:

Elections

Very busy supporting others with canvassing.

The current administration ends on 18th May the day I attend Buckingham palace for tea.
I will introduce Paul Hodgson-Jones when he has been inducted. Leaflet for info

Millfields Occupancy 22-23/4/22

A big well done to the Parish Council for the way in which this matter was handled

HDC did offer to clean up but we were very expensive and also tried to cover too much work
I would also like to pass on my thanks for all those who assisted in cleaning up all the mess and unsavoury remains

I spoke directly to the PCC and thanked him for his support and complained about the lack of initial resolve especially following reports of a dog bite.

LHIB

Really disappointed at the failure of our bid but the current CCC coalition is failing on many highways issues. Suggest considering a Parish Council funded project for total.

Planning

I have concerns raised about Lodel farm. I understand that this may be rejected due to the 5 year housing supply being healthy and other issues

White Bridge farm

No other planning has been received to date. The last retrospective application stipulated no business permitted or to be used as a dwelling.

Energy bill payment

Ending on some very positive news HDC have already started paying the £150.00 energy bill payment to dd customers. We will be writing to those not paying by dd to tell you how to apply but be aware of scams. We will not call or text you to ask for bank details.

Please do not contact HDC or visit the offices as this will slow down the very resource intensive process.

193. Policing

193.1 Neighbourhood Policing Team – Any Issues and Concerns.

The Clerk to write to the Police to thank them for their support at the weekend.

194. Committees:

To note draft minutes of the following committees.

(i) Planning & Finance 19th April 2022

Noted

195. Clerk's Report

To receive written report.

Meeting Dates: –

Full Council – 17th May 2022 (annual council meeting)

21st June 2022 – Planning & Finance/Leisure Facilities/Consultation.

Items to report.

- Annual Parish meeting took place 19th April 2022. 1 member of the public. CCC Reynolds and 5 Councillors in attendance.
- Millfields Car Park:
 - Advised of occupation by travellers Friday evening.
 - Cancelled football
 - Posted on Facebook
 - Contacted Police – not prepared to attend.
 - Came into office – engaged security firm to attend Millfield pavillion until 8am Monday morning
 - Saturday – got quotes for eviction from 2 companies
 - Attended Millfields reference asking Travellers to leave.
 - Monday – contacted 2 companies regarding clean up.
 - Booked 2-yard skip.
 - Attended Millfields to clear up with help of AJ/IA/RS & Cllr Jackson.

Cllr C Pearce thanked everyone who was involved in the clear up.

Cllr S Mortlock thanked the Clerk and the Chairman for being available on Friday evening and over the weekend.

196. Finance and Risk

- 196.1. To approve payments made within Clerks delegated powers
- (i) Brightpay Ltd – payroll licence £130.80
 - (ii) Broxap – replacement caps for outdoor gym £26.40
 - (iii) G Bevan – lead collar for village sign £70.00
- Resolved:** That the payments made within Clerks delegated powers totalling £227.20 be approved. (Prop Cllr M Williamson, 2nd Cllr C Pearce) All in favour.
- 196.2 To approve accounts for Payment as at 3rd May 2022
- Resolved:** That the accounts for payment as at 3rd May 2022 totalling £13,849.17 be approved. (Prop Cllr M Williamson, 2nd Cllr C Pearce) All in favour
- 196.3 To note the budget report as at 25th April 2022
- Noted**
- 196.4 To consider highway improvements Mill Way by way of submitting a PFHI
- Resolved:** To reconsider highway improvements Mill Way at a future date. (Prop Cllr J Neish, 2nd Cllr M Williamson) All in favour.
- 196.5 To consider update on heating at Millfields.
- Resolved:** To obtain more quotes for replacement storage heaters. (Prop Cllr J Neish, Cllr D Jackson) All in favour.
- 196.6 To approve the annual CCTV maintenance contract for Overcote Lane & Millfields. Cllr S Mortlock commented that the CCTV at Overcote Lane is being relocated into the new office and queried the need for a service. The advice from the PSO was to get the CCTV camera installed asap at Millfields car park.
- Resolved:** That the annual CCTV maintenance contract for Millfields be approved and the Clerk to query the need for the CCTV service at Overcote Lane. (Prop Cllr S Mortlock, 2nd Cllr J Neish) All in favour.
- 196.7 To note the CIL Meaningful Proportion payment - Oct 21 - Mar 22 of £87748.93 application 19/01166/REM
- Noted**
- 196.8 To note the statement of account from Cambridge & Counties Bank dated 4th April 2022.
- Noted**
- 196.9 To review the ROSPA safety report dated 13th April 2022 and agree any actions. Members asked the Clerk to contact Sovereign to check the manufacturers guide for the re tensioning of the space net.
- 196.10 To receive a verbal update on matters relating to the occupation of Millfields car park 22nd- 23rd April 2022.
- Cllr S Mortlock offered a big thank you to Cllr D Jackson and the Clerk for clearing up the woodland areas.
- The Clerk has a meeting booked with Site Safety Works on 4/5/22. Height barriers and shields for the padlocks have been suggested.
- Cllr C Pearce was not keen on height barriers as this will restrict access for other users of the site.
- 196.11 To approve maintenance of proposed bus shelters to be installed under s106 agreement. Development on Bluntisham Road.
- Resolved:** That signs for the bus stop are installed instead of a bus shelter. (Prop Cllr S Mortlock, 2nd Cllr S Martin) 7 in favour, 1 against, 1 abstention

197. Planning.

- 197.1 To note the following applications that have been **received**:
- (i) Application ref: 22/00741/HHFUL Single storey rear extension
32 Ashton Close Needingworth St Ives
 - Resolved:** That the application be supported. (Prop Cllr M Williamson, 2nd Cllr E MacPherson) 8 in favour, 1 abstention
 - (ii) Application ref: 22/00849/HHFUL Demolition of existing conservatory and replace with a single-storey rear extension.
30 Bramley Avenue Needingworth St Ives
 - Resolved:** That the application be supported. (Prop Cllr E MacPherson, 2nd Cllr M Williamson) 8 in favour, 1 abstention
- 197.2 To note the following applications that have been **approved**:

- (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.

Noted

198. Parish Office.

- (i) To receive an update on actions to date in respect of relocation of the Parish office.
- Builder started today, estimation of 2-3 weeks for the works.
 - Builder had to stop work today due to occupation of the pavilion
 - Septic tank could not be located
 - The electrician will need to relocate some of the electrics from the new office into the pavilion.
 - Quotes for carpets will be sought and brought back to Council.

199. Community engagement

- 199.1 To consider quotes for outdoor table tennis tables

Cllr D Jackson commented that the weather will play a large factor as the area is very open. Cllr R Fountain agreed with this comment.

Cllr M Williamson commented that the table tennis tables he has seen have been well used.

The Clerk will send out a date for Councillors to review the preferred location of the table tennis table and pod swing.

Resolved: That the quote from Proludic totalling £16,000 +VAT for the pod swing and table tennis table be accepted. (Prop Cllr J Neish, 2nd Cllr S Mortlock) 7 in favour, 2 against.

- 199.2 To consider quotes for pod swing.

See item 199.1

- 199.3 To receive an update on village hall extension.

Architect is currently working on the drawings, once these are completed, they will be brought back to Council and then submitted for planning permission. A business plan will need to be drawn up prior to any grant application.

- 199.4 To receive a verbal update on plans for the Jubilee and to agree an increase in budget to £2000.00

Cllr S Mortlock updated members on the budget spent so far.

Resolved: To increase the budget for the Jubilee to £2,000. (Prop Cllr C Pearce, 2nd Cllr J Neish) 8 in favour, 1 abstention.

Cllr E MacPherson updated members on the plans so far:

- 6pm children's disco
- 7pm proclamation – appointing Alex B as an honorary Town Crier for the day. All those reading the proclamation can be named in the guidance for the Jubilee – requested the Clerk to notify the relevant organisation. Followed by a 1945 sing along with lyrics
- 7.45pm Party through the decades
- Announcement of Jubilee raffle winners (Cllr Mortlock advised Councillors of the list of raffle prizes)
- The playing of the two pieces of music that have been composed for the Jubilee
- 9.45pm lighting of the beacon

Badges have been printed with Holywell-cum-Needingworth Parish Council that will be given to the school to be handed out.

A certificate can be requested for anyone who helps with the Jubilee celebrations.

Help will be needed on the day to set up and clear up.

There is a letter from the Queen that could be read out on the day.

Need to advertise the event now on Facebook and in the Herald. The food truck would like their name on the advertisement and have a menu available to share on Facebook.

Cllr E MacPherson advised members that the post boxes have been decorated with 'Where's Winnie?' items.

She further asked whether the WI are able to decorate the gates as you come into the village, the Village sign and the Lock Up.

200. Correspondence

To receive correspondence and agree any actions: -

- (i) To note the Road safety committee minutes 8th March 2022.

Noted

- (ii) To consider request for BBQ on common land opposite the Old Ferry boat Inn Holywell

Resolved: That the request for a BBQ on common land opposite the Old Ferry boat Inn, Holywell be declined. (Prop Cllr D Jackson, 2nd Cllr M Williamson) All in favour.

(iii) To note letter from Village Hall Trust dated 18th April 2022.

Noted

(iv) To approve request for Needingworth Colts to play a match on 14th May 2022

Resolved: That the request for Needingworth Colts to play a match on 14th May 2022 be approved. (Prop Cllr E MacPherson, 2nd Cllr J Neish) All in favour.

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

- Cllr C Pearce commented that the Colts should never leave Millfields unlocked and should provide a telephone number for emergency contact. The Clerk will write to the Colts.
- Cllr M Williamson advised that he attended the Needingworth Circular Walk Workshop and requested this to be added to 17th May 2022 agenda for feedback.
- Cllr E MacPherson advised that the keys for Millfields had not been returned following the Colts use.
- Cllr D Jackson advised that AWA are still pumping out the sewage works and are using the grass verge as a waiting area. He also advised that more of the edge of the road had been broken up. AWA have been in contact to advise that the works will be completed by the end of this week.
- Cllr R Fountain raised:
 1. the condition of the car park access to Overcote Lane playing fields and commented that a longer term solution to the damage needs to be considered.
 2. The upgrade of the Village Hall electrics is complete.
 3. Village Hall Quiz is on Saturday 7th May.
- The Clerk advised of a request for a bouncy castle on the playing field on 29th May, if any Councillors have a strong opinion, please let the Clerk know.
- Cllr A Whyte advised of a caravan parked on the common land, Holywell Front.

There being no further business the meeting closed at 9.25pm

Chairman

Date