

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON
TUESDAY 5th JULY 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 (from Item 37)
Cllr J Neish
Cllr C Pearce
Cllr D Peart
Cllr M Williamson

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

IN ATTENDANCE:

District Councillor P Hodgson-Jones

There were 2 members of the public present.

33. Apologies.

To receive and accept Apologies for Absence.

None

34. 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 43.1 (i), (ii) Cllr J Neish – Non Pecuniary – Possible Ward Cllr Pre-determination
Item 44.2 Cllr D Jackson – Non Pecuniary – VHT Member
Item 44.6 Cllr D Peart – Non Pecuniary – Wife a member of the Music Festival Committee
Item 44.2 & 44.6 Cllr R Fountain – Non Pecuniary – VHT Member
Item 44.6 Cllr M Williamson – Non Pecuniary – VHT Member

35. Minutes.

(i) To confirm the Minutes of the Meeting held on 7th June 2022

Cllr D Peart queried why the payments list was not attached to the minutes posted online and, in his opinion, this was in contravention to the Financial Regulations.

Resolved; That the minutes of 7th June 2022 be signed as a true and correct record. (Prop Cllr M Williamson, 2nd Cllr S Mitcham) 9 in favour, 1 abstention.

36. Public Forum

To allow any member of the public to address the council on matters on the agenda.
Time Allowed 10 minutes

None

37. District and County Councillor Reports

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

- Introduced District Councillor P Hodgson-Jones
- It has been a quiet period with the new administration finding their feet, they are being supported by the officers.
- Letters are being sent out in batches to residents who may still be eligible for the outstanding payments of £150 energy rebates.
- Safety auditing of the David Wilson Homes development notes concern re bus shelters. They also consider the reduction in speed should be to 40mph in that section of road before reducing to 30mph.
- Liberal Democrat leaflet – advised a few anomalies within the leaflet it is inferred that they have inherited budget issues – the budget was balanced throughout Covid with a 5 year plan to address losses without cutting front line services and all parties voted on the budget.

- Attended the Music Festival, arrived late with not enough real ale left!

District Councillor P Hodgson-Jones spoke informing members he moved here last year from South Hertfordshire and now lives in Bluntisham. He was a District Councillor in Hertfordshire for many years. He is keen to see the District Council run for the benefit of the residents.

38. Policing

38.1 Neighbourhood Policing Team – Any Issues and Concerns.

None

39. Committees:

To note draft minutes of the following committees.

(i) Planning & Finance 21st June 2022

Noted

(ii) Consultation 21st June 2022

Noted

(iii) Leisure Facilities 21st June 2022

Noted

40. Meeting effectiveness

Members discussed the meeting effectiveness with further suggestions added:

- Any questions to be asked prior to the meeting to enable any necessary research to be carried out to provide an answer.
- Any questions or further information should be shared with all Councillors.
- Respect for fellow Councillors when speaking, not to talk amongst each other and motions to go through the Chair. Chair to allow other Councillors to speak.

41. Clerk's Report

To receive written report.

Meeting Dates: –

Full Council – 6th September 2022

16th August 2022 – Planning & Finance/Environment/Consultation.

Items to report.

- There will be no full Council meeting in August.
- Met with CCC Highways 9th June 2022.
Overcote lane -marked up for repair but budget restrictions mean that this may not be done for some time. Have forwarded photographs of AWA activity to see if this helps with a claim for them to pay for repairs.
Grass cutting schedule requested and still awaited. (Cut 22/6/22)
Post Church St/Mill Way will be reset so that speed camera can be returned
Quote waited for more bollards to prevent parking.
- 14/6/22 – Clerk asked groundsman to mow area outside of Reed Cottage Holywell Front which had had "FO" cut into the grass
- Architects plans for lock up renovation submitted prior to 24th June deadline. Receipt has been acknowledged by HDC (27/6/22) and a new target decision date set for 29th July 2022.

Cllr C Pearce commented that Overcote Lane poses a health & safety risk and budget restrictions are not a good enough reason to stop the repair.

The Clerk advised that CCC have done 2 cuts this year and will not cut any areas they are responsible again this year.

District Councillor J Neish advised that he has given the Clerk a map that shows the areas that HDC are responsible for and which areas HDC cut for CCC. These areas are cut 6 times per year.

42. Finance and Risk

42.1. To approve accounts for Payment made up to 5th July 2022.

Cllr D Peart challenged the procedure for approving the accounts for payment, stating item 5.2 from the Financial Regulations.

Members discussed the procedure stating that the Parish Council employ a Clerk who is also the RFO and an Assistant Clerk. Payments paid by online transfer are authorised by a member of the Council. The Parish Council are internally and externally audited, and the procedure has not been questioned.

The Chair requested this item to be added to a future agenda.

Resolved: That the accounts for payment as at 5th July 2022 totalling £19,784.52 be approved. (Prop Cllr E MacPherson, 2nd Cllr M Williamson) 10 in favour, 1 against

- 42.2 To note the budget report as at 20th June 2022

Noted

- 42.3 To note the bank reconciliation as at 20th June 2022

Noted

- 42.4 To review offer from Utility Aide for electricity to Millfields.
The Clerk advised that Utility Aide have contacted re electricity for streetlights advising the cost of electricity has increased by 30% in a week. They have supplied a quote based on figures prior to the streetlights being LED's.

Resolved: The Clerk to get more information and defer to Planning & Finance 19th July. (Prop Cllr J Neish, 2nd Cllr R Fountain) All in favour.

- 42.5 To note letter from Nationwide Building Society advising of closure of Treasures Trust Accounts and agree actions.

Cllr S Mitcham commented there may be some other alternatives available and will check with Money Facts and report back to Planning & Finance on 19th July. All agreed.

- 42.6 To ratify the decision of Planning & Finance committee 21st June 2022 – item 5
Resolved: That the decision of Planning & Finance Committee 21st June 2022 – item 5 be ratified. (Prop Cllr M Williamson, 2nd Cllr S Mortlock) All in favour.

- 42.7 To consider request from Village Hall Trust for a hirer to erect a bouncy castle on the playing field 7th August 2022.

Resolved: That the request from the Village Hall Trust for a hirer to erect a bouncy castle on the playing field 7th August 2022 be approved and that future requests for bouncy castles be delegated to the Clerk, Chair and Vice Chair subject to relevant insurance being provided. (Prop Cllr S Mortlock, 2nd Cllr J Neish) All in favour.

- 42.8 To approve quote from Dal Rod for works to septic tank – Overcote Lane
Resolved: That Dal Rod be requested to produce a breakdown for the costs and 2 further quotes be sought and deferred to the Planning & Finance on 19th July 2022 (Prop Cllr S Mortlock, 2nd Cllr E MacPherson) 10 in favour, 1 abstention.

- 42.9 To consider quotes for barriers and height restrictors Parish Council car parks.
Members discussed options available.

Resolved: That there is currently no solution for Overcote Lane playing fields and for the existing post to be reset or replaced at Millfields. (Prop Cllr S Mortlock, 2nd Cllr M Williamson) All in favour.

43. Planning

- 43.1. To consider the following applications **received**:

- (i) Application ref: –22/01099/HHFUL Single storey flat roofed rear extension.
109 Turnpike Close Needingworth St Ives PE27 4AF

Resolved: That the response to the application be neutral with no comments. (Prop Cllr M Williamson, 2nd Cllr S Mortlock) 9 in favour, 2 abstentions.

- (ii) Application ref: 22/01218/HHFUL: Construction of outbuilding at east end of garden.
85 High Street Needingworth St Ives

Concerns were raised over the need for Listed Building consent.

Resolved: That the application be rejected with the following comment: Over development if used as residential. (Prop Cllr S Mortlock, 2nd Cllr C Pearce) All in favour.

- 43.2 To note the following applications that have been **approved**:

- (i) Application Ref: 22/00472/TRCA | T1 - Yew tree. Target pruning of two branches and reshaping of tree as necessary. T2 to T4 - Yew trees. Reduce laterally by approximately 1.5-2m to clear pool and poolside. Crown raise to a maximum of 3m above ground level. T5 - Conifer boundary line. Reduce to match height of adjacent cube hedges, in order to give clearance of telephone lines. 2 x Holly trees adjacent to T6 - remove to reduce shading to Yew and allow Yew to fill the space. T6 to T7 - Yew trees. Reduce laterally by 1m to prevent encroachment on the house and to clear/provide light for the avenue. T8 - Horse Chestnut. Fell to ground level. Tree has been extensively reduced in the past due to telecoms works.

Holywell House Holywell Front Holywell PE27 4TG.

Noted

(ii) Application ref : 22/00569/HHFUL Single-storey rear extension
19 Willow Green Needingworth St Ives PE27 4SW
Noted

(iii) Application ref: 22/00741/HHFUL Single storey rear extension
32 Ashton Close Needingworth St Ives PE27 4UA
Noted

43.3 To note the following application that has been **withdrawn**

(i) Application ref: 22/00839/NMA Amendment to 21/00052/HHFUL: Change of exterior material from brick to a rendered finish
4 Priory Close Needingworth St Ives PE27 4SQ
Noted

44. Community Engagement.

44.1 To receive a report and budget on Jubilee event held on 2nd June 2022.

Members received a budget on the Jubilee with a total of £600.60 received from the event including a £50 donation from Banquet Inns.

44.2 To review Music Festival event held on 2nd & 3rd July 2022

Cllr R Fountain advised that this year was busier than it has been for many years and was a great success.

Cllr A Whyte queried when the portaloos will be removed and that the overflow car park gates were left open Saturday evening/ Sunday morning.

Cllr D Jackson commented that a car was locked in the overflow carpark and suggested a sign could be used next year to advise cars need to be removed by a certain time.

Cllr S Mitcham congratulated the VHT on a successful event.

44.3 To consider purchase of disabled bench for Overcote playing field.

Resolved: That the recycled disabled bench be purchased at a cost of £475 +VAT & fixing kits. (Prop Cllr E MacPherson, 2nd Cllr S Martin) All in favour.

44.4 To receive a report on the Jubilee event and to consider utilising money made for purchase of a commemorative bench.

Resolved: That a commemorative bench be purchased at a cost of £340+ VAT & fixing kits. (Prop Cllr S Mortlock, 2nd Cllr E MacPherson) All in favour.

44.5 To approve location for outdoor table tennis and swing Overcote Lane playing field.

Resolved: That the table tennis table be sited alongside the privet hedge of the play area and the pod swing to be sited between the teen shelter and the blue shelter. (Prop Cllr E MacPherson, 2nd Cllr S Martin) All in favour.

44.6 To approve plans for village hall extension prior to submission to HDC planning.

There was a healthy debate about the project, and it was acknowledged there still may be minor amendments to the plans but to gain momentum it was agreed to proceed with the plans as presented.

Resolved: That the plans for village hall extension be approved subject to receipt of confirmation from VHT that they support the plans for the proposed extension. (Prop Cllr S Mitcham, 2nd Cllr S Mortlock) 6 in favour, 2 against, 3 abstentions.

44.7 To approve proposal to investigate work required to rejuvenate area outside of the Pavillion to incorporate sensory garden.

Resolved: That paving with a sensory garden/ jubilee bench/ new bike rack and cladding to the front and right side of the pavilion be investigated with quotes sought. (Prop Cllr S Mortlock, 2nd Cllr E MacPherson) 8 in favour, 1 against, 2 abstentions.

45. Policy

To approve the following policy documents.

1. Information & data protection.

Resolved: That the Information & data protection policy be approved. (Prop Cllr D Peart, 2nd Cllr S Mortlock) All in favour.

46. Co-Option

To consider applications received for co-option.

Two applications were received for two vacancies. Members held a secret ballot and both candidates were successful. Therefore, Mr Head and Mrs McNeill are duly co-opted onto the Parish Council and the Clerk will contact them to arrange the signing of their Declaration of Acceptance of Office.

47. To review to the circulation of draft minutes and publication of draft minutes on Parish Council website.

Resolved: That draft minutes are published as soon as reasonably practical. (Prop Cllr J Neish, 2nd Cllr C Pearce) 10 in favour, 1 abstention.

48. Correspondence

To receive correspondence and agree any actions:-

- (i) To note email from Cllr Peart advising of his decision to decline the role as Associate Governor for Holywell primary school
Members requested the Clerk to investigate why there was not a vacancy available for a Parish Councillor.
- (ii) To consider email from resident regarding the commemorative tree – Mr G Britton
The Chair advised two trees have been planted and have died.
The Clerk to contact the family to discuss and bring back to a future meeting.
- (iii) To note the St Ives Road safety committee minutes 10th May 2022.
Noted
- (iv) To consider email from resident regarding mowing of common land Holywell Front.
Resolved: That the grass cutting continue on Holywell Front with the mower deck being raised one notch. (Prop Cllr C Pearce, 2nd Cllr E MacPherson) All in favour.
- (v) To consider email from resident regarding Bluntisham Road – verges and signage.
Resolved: That the Clerk write back advising this is a CCC area. (Prop Cllr J Neish, 2nd Cllr A Whyte) All in favour.

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

- Cllr M Williamson praised the groundsmen for their work prior to the Patronal Festival and the Music Festival. He also advised that the RSPB are in the process of preparing a map of the footpaths and handed copies of the proposed map out to members.
- Cllr E MacPherson reported 3 streetlights not working on Priory Road and has been notified there is a fault with an underground cable and could take up to 30 days to repair. She further requested an agenda item for the proposed decoration of the War Memorial for Remembrance Day.
- Cllr J Neish thanked the groundsmen, Clerk, Assistant Clerk and Chair for work prior to the Music Festival and for the Office move. He also advised of a section of the footpath around the RSPB site that is very overgrown and virtually impassable.
- Cllr R Fountain advised that the access to the Village Hall is deteriorating, and the Parish Council needs to address this in the short and long term.
- The Clerk reported:
 - Gigaclear are hosting a meeting for Councillors re rural communities that have internet speeds of less than 100mbps on 14 July, 12pm via Teams.
 - BT are working on Overcote Lane – a complaint has been logged with Open Reach and CCC as there were no road closures advised.

There being no further business the meeting closed at 9.46pm

Chairman

Date

5 July 2022 (2022-2023)

Holywell-cum-Needlingworth PC PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
99 fuel	08/06/2022		Co-op current account	DDR	Fuel for May	Fuel Genie	S	319.35	63.86	383.21
100 Pension	08/06/2022		Co-op current account	DDR	Employer fee	Salvus	S	20.00	4.00	24.00
104 Queen's Platinum Jubilee	08/06/2022		Co-op current account	DDR	Refreshments for Queens Plati	Morrisons Supermarkets plc	Z	30.30		30.30
105 Queen's Platinum Jubilee	08/06/2022		Co-op current account	DDR	Refreshments for Queens Plati	One Stop Convenience Store	Z	5.80		5.80
106 Other expenses	08/06/2022		Co-op current account	Online transfer	Hire of Village Hall	Needlingworth VHT	Z	15.00		15.00
107 Queen's Platinum Jubilee	08/06/2022		Co-op current account	Online transfer	Refreshments for Queens Plati	Margisbakeshop	Z	100.00		100.00
108 Office move	08/06/2022		Co-op current account	Online transfer	Deposit for carpet Parish Office	Ben Page	Z	383.99		383.99
109 Queen's Platinum Jubilee	08/06/2022		Co-op current account	Online transfer	Disco services for Platinum Jut	David Davies DJ Services	Z	583.45		583.45
101 Millfields electricity	08/06/2022		Co-op current account	DDR	Electricity to Millfields	SSE Energy Supply Limited	L	5.62	0.28	5.90
102 Millfields electricity	08/06/2022		Co-op current account	DDR	Electricity to Millfields	SSE Energy Supply Limited	L	90.53	4.52	95.05
103 Millfields electricity	08/06/2022		Co-op current account	DDR	Electricity to Millfields	SSE Energy Supply Limited	L	18.06	0.90	18.96
110 Salaries	13/06/2022		Co-op current account	Online transfer	Assistant Clerk's wages		Z			
111 Queen's Platinum Jubilee	13/06/2022		Co-op current account	Online transfer	Assistant Clerk's expenses		Z			
112 Salaries	13/06/2022		Co-op current account	Online transfer	Assistant Clerk's mileage		Z			
113 Salaries	13/06/2022		Co-op current account	Online transfer	Clerk's salary		Z			
114 Mileage	13/06/2022		Co-op current account	Online transfer	Clerk's mileage		Z			
115 Salaries	13/06/2022		Co-op current account	Online transfer	Cleaner's wages		Z			
116 Salaries	13/06/2022		Co-op current account	Online transfer	Handyman's wages		Z			
117 Salaries	13/06/2022		Co-op current account	Online transfer	Groundsman's wages		Z			
118 Tax & NI	13/06/2022		Co-op current account	Online transfer	Tax and NI		Z			
119 Quarterly Allowance	13/06/2022		Co-op current account	Online transfer	Chairman's Allowance	HMRC	Z	1,281.56		1,281.56
120 Office move	15/06/2022		Co-op current account	Online transfer	Balance for carpet for office	Mr A Whyte	Z	75.00		75.00
3 Rates to HDC	15/06/2022		Co-op current account	Online transfer	Rates for cemetery	Ben Page	Z	265.00		265.00
121 Telephone & Internet	16/06/2022		Co-op current account	DDR	Telephone & Internet charge	HDC	E	20.00		20.00
123 Telephone & Internet	21/06/2022		Co-op current account	DDR	Telephone & Internet charge	BT	S	48.48	9.70	58.18
124 Queen's Platinum Jubilee	21/06/2022		Co-op current account	DDR	Raffle Tickets	BT	S	49.65	9.93	59.58
125 Other items	21/06/2022		Co-op current account	Online transfer	Deposit CCTV Millfields	Central England Co-operative	S	2.08	0.42	2.50
126 Office move	21/06/2022		Co-op current account	Online transfer	Relocation of CCTV	Libra Security Limited	S	705.00	141.00	846.00
127 Other items	21/06/2022		Co-op current account	Online transfer	Annual Maintenance Agreement	Libra Security Limited	S	960.00	192.00	1,152.00
122 Millfields electricity	21/06/2022		Co-op current account	DDR	Electricity to Millfields	Libra Security Limited	S	352.00	70.40	422.40
128 Office move	23/06/2022		Co-op current account	Online transfer	Locate Septic Tank	British Gas	L	115.21	5.76	120.97
129 Office move	04/07/2022		Co-op current account	Online transfer	Electrical work for office move	DallRod	S	710.00	142.00	852.00
130 Other items	04/07/2022		Co-op current account	Online transfer	Cctv Call out	JJM Electrical Services	S	481.95	96.39	578.34
131 annual subscriptions	04/07/2022		Co-op current account	Online transfer	Avast CloudCare	Libra Security Limited	S	50.00	10.00	60.00
132 Website Charges	04/07/2022		Co-op current account	Online transfer	Website monthly charges	KTS Computers Ltd	S	48.00	9.60	57.60
134 Other items	04/07/2022		Co-op current account	Online transfer	Fence	Function 28 Limited	S	30.00	6.00	36.00
						Green Room Gardens	S	5,157.24	1,031.45	6,188.69

£ 5458.10

Holywell-cum-Needingworth PC

5 July 2022 (2022-2023)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
135 General Waste removal	04/07/2022		Co-op current account	DDR	Waste collection	AnneyCespa (East) Ltd	S	91.11	18.22	109.33
136 office stationery	04/07/2022		Co-op current account	Online transfer	A4 blue paper, bowl, tea towel	ESPO	S	36.59	7.32	43.91
137 fuel	04/07/2022		Co-op current account	DDR	Fuel for June	Fuel Genie	S	361.44	72.26	433.70
133 Office move	04/07/2022		Co-op current account	Online transfer	Expenses claim	Mr A Whyte	Z	18.00		18.00
Total								17,888.51	1,896.01	19,784.52