

**MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON
TUESDAY 6th DECEMBER 2022 AT 7.00PM AT MILLFIELDS PAVILION**

PRESENT:

Cllr A Whyte (Chairman)
Cllr R Fountain
Cllr T Head
Cllr E McNeill
Cllr S Martin
Cllr E MacPherson
Cllr S Mitcham
Cllr S Mortlock
Cllr J Neish
Cllr C Pearce
Cllr D Peart

IN ATTENDANCE:

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

There were no members of the public present.

101. Apologies.

To receive and accept Apologies for Absence.
Cllr D Jackson – personal
Cllr M Williamson – personal
District Councillor P Hodgson-Jones - personal

102. 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 110.1 (i) and (ii) Cllr J Neish – Non Pecuniary – Possible Ward Cllr Pre-determination
Item 110.1 (i) Cllr D Peart – Non Pecuniary – Member of Holywell-cum-Needingworth Parish Council

103. Minutes.

(i) To confirm the Minutes of the Meeting held on 1st November 2022.

Item to be brought back to the next meeting as date of minutes incorrect on agenda.

104. Public Forum

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

None

105. District and County Councillor Reports

To receive verbal reports from district and county councillors.

District Councillor J Neish reported:

- Attended the Appeal hearing today re planning application for 14 houses next to Sunrhyl, Church Street. District Councillor J Neish thanked the Chairman, Clerk and local residents who assisted HDC at the appeal.
- Footpath on Bluntisham Road – work has started.
- Warm spaces – details of locations and times are available on HDC website.
- Council Tax base has been confirmed as 1075.
- District Councillor J Neish wished everyone a happy Christmas.

The Clerk advised members that County Councillor K Reynolds has reported that Highways are due to sign off on the technical details of the footpath on Bluntisham Road.

106. Policing

106.1 Neighbourhood Policing Team – Any Issues and Concerns.

None

107. Committees:

To note draft minutes of the following committees

- (i) Planning & Finance 15th November 2022.

Noted

- (ii) Environment 15th November 2022.

Noted

- (iii) Consultation 15th November 2022

Noted

108. Clerk's Report

To receive written report.

Meeting Dates: –

Planning & Finance – 13th December 2023

Full Council – 3rd January 2023

Committees - 18th January 2023 – Environment, Planning & Finance, Consultation

Items to report.

- The new rate of interest on Redwood 95 Day Notice Account (Issue 11) Monthly Interest will now be 2.60% AER.
The interest rate was amended to 2.60% AER on 8th November 2022.
- Branches broken from W.I tree on Overcote Lane playing fields – 29/11/22
- Chain fencing to tractor shed has been damaged, it appears it is to gain access.

109. Finance and Risk

- 109.1. To approve accounts for Payment made up to 6th December 2022

Resolved: That the accounts for payment totalling £18,581.59 be approved (Prop Cllr S Mortlock, 2nd Cllr E MacPherson) 10 in favour, 1 abstention.

- 109.2 To approve payments made within Clerk delegated powers:

- (i) Bannolds £132.00 aggregate for village hall car park
- (ii) SLCC enterprises £141.80 (Charles Arnold Baker 13th Edition)
- (iii) Shaw & Sons £245.06 (cemetery receipt book & register)

Resolved: That the payments made within the Clerks delegated powers totalling £518.86 be approved (Prop Cllr S Martin, 2nd Cllr E MacPherson) 10 in favour, 1 abstention.

- 109.3 To note the budget report as at 29th November 2022

Noted

- 109.4 To note the bank reconciliation as at 7th November 2022.

Noted

- 109.5 To approve the transfer of £25,000 from Co-op bank to Redwood Bank

Resolved: That the transfer of £25,000 from Co-op bank to Redwood Bank be approved. (Prop Cllr E MacPherson, 2nd Cllr S Mortlock) All in favour.

- 109.6 To receive update on Scribe subscriptions for 2022/23

Members were advised that Scribe subscription is based on Holywell-cum-Needingworth Parish Council precept.

- 109.7 To consider quotes for tree works at Cemetery and Millfields.

Resolved: That the quote from Cambridge Trees for £1100 ex VAT be accepted. (Prop Cllr S Mortlock, 2nd Cllr S Martin) 10 in favour, 1 abstention.

- 109.8 To approve quote for PFHI for replacement post – MAVS Church Street.

Resolved: That the quote from PFHI for replacement post – MAVS Church Street for £842.68 be approved. (Prop Cllr J Neish, 2nd Cllr E MacPherson) 6 in favour, 2 against, 3 abstentions.

- 109.9 To set the precept for 2023/24.

Resolved: That the General Reserve is reduced by £1761, with this amendment the precept for 2023/24 be set at £130,075, cost to a band D property of £121.00 (tax base 1075) be approved. (Prop Cllr J Neish, 2nd Cllr E MacPherson) 10 in favour, 1 against.

- 109.10 To consider quotes for servicing grounds equipment – Ben Burgess
Members were advised that there is only one quote due to all machines being sourced from Ben Burgess, previous requests of quotes from alternative companies have resulted in them referring the Parish Council to Ben Burgess for a quote.
Cllr C Pearce commented that the tractor is 4 years old and whether consideration should be made to trade in and renew prior to servicing.

Resolved: That the quotes for servicing for £1756.13 ex VAT from Ben Burgess be accepted. (Prop Cllr J Neish, 2nd Cllr E MacPherson) All in favour.

110. Planning

110.1 To consider the following applications **received**:

- (i) Application ref: 22/02286/FUL: Extension to Village Hall.
Village Hall Overcote Lane Needingworth

Planning application not commented on due to the Parish Council being the applicant.

- (ii) Application Ref: 22/00311/FUL: Erection of two detached dwellings following the demolition of the existing property and associated buildings. (Amended)
13 High Street Needingworth St Ives

Resolved: That the application be supported. (Prop Cllr S Mortlock, 2nd Cllr D Peart) 6 in favour, 2 against, 3 abstentions.

- 110.2 To consider application for transport licence 5 Acre Farm Needingworth Rd St Ives

Resolved: That the application for transport licence 5 Acre Farm Needingworth be accepted. (Prop Cllr C Pearce, 2nd Cllr S Mortlock) 9 in favour, 2 abstentions.

- 110.3 To note the Appeal decision – Appeal dismissed.

Refs PP/H0520/W/21/3284644 & APP/H05020/Y/21/3284643
Reed Cottage Holywell Front

Noted

111. Community Engagement.

111.1 Village Hall

- (i) To approve the additional cost for cladding Needingworth Village Hall. £3612.35 plus VAT.

Resolved: That the additional cost for cladding Needingworth Village Hall of £3612.35 plus VAT be approved. (Prop Cllr J Neish, 2nd Cllr C Pearce) All in favour.

- (ii) To consider quote for installation of seating blue sail shelter Overcote Lane

Resolved: That no alterations to the blue sail be made. (Cllr S Mortlock, 2nd Cllr D Peart) 10 in favour, 1 against.

- (iii) To consider quotes for fencing and gates tennis court car park Overcote Lane.

Resolved: That the additional quote for fencing and gates is sought and two further quotes are sought for repair to the existing fencing and then the item to be brought back to a future meeting. (Prop S Mortlock, 2nd Cllr E MacPherson) All in favour.

111.2 Defibrillators

- (i) To receive a verbal update on One stop fund raising project.

Cllr E MacPherson advised that £2221.64 has been raised. The defibrillator has been ordered and a training course will be organised. Names of interested parties for the training course were taken at the Christmas bazaar.

- (ii) To consider letter relating to the installation of two defibrillators in Holywell.

A discussion took place with regards to the suitability of the Church as a location for a defibrillator and the need for permission to site a defibrillator on a Grade I listed building and whether one defibrillator would be sufficient for Holywell area.
Cllr E McNeill commented that there is a significant change in population during summer months due to the number of visitors to the area.

Resolved: That a defibrillator be purchased to be sited at the Ferryboat be approved. In principle the defibrillator to be sited at the Church be approved subject to permission being granted from the diocese. (Prop Cllr E MacPherson, 2nd Cllr S Mortlock) All in favour.

111.3 Millfields

- (i) To consider matters relating to Millfields and use by Needingworth Colts.

A lengthy discussion took place covering parking issues raised and the arrangements made with the school. The issues with taps being left running and lights being left on. Cllr C Pearce advised members that the running water issue is due to an airlock in the pipes and an auto air vent is needed to remedy this issue. Users of Millfields pavilion should be reminded of their responsibility to check that all lights are off before locking up. Also issues regarding cooking in Millfields.

Resolved: That the Clerk write to the Colts reminding them of their responsibility to manage their parking and request a traffic monitor be used to direct cars to park responsibly. (Prop Cllr J Neish, 2nd Cllr E MacPherson) All in favour.

Resolved: That an auto air vent be fitted to prevent taps being left on unaware. (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour.

Resolved: That the new insurance company is approached to review cover with regards to cooking within Millfields pavilion. (Prop Cllr R Fountain, 2nd Cllr E MacPherson) All in favour.

- (ii) To consider request from Needingworth Colts for a tournament on Sunday 9th April 2023.

Resolved: That the request from Needingworth Colts for a tournament on Sunday 9th April 2023 be approved subject to a charge for the use. (Prop Cllr E MacPherson, 2nd Cllr R Fountain) All in favour.

- (iii) To approve draft licence template as prepared by Birketts solicitors.
Cllr D Peart commented that within the generic template anything that needs to be changed should be in [].

Resolved: That the draft licence template as prepared by Birketts solicitors be approved.
(Prop Cllr C Pearce, Cllr J Neish) All in favour.

112. To discuss arrangements for Coronation King Charles III May 2023.

Cllr E MacPherson advised members that they are considering celebration for the Coronation on Sunday 7th May on the playing field like the Jubilee celebration but bigger! She commented that support from the Parish Councillors will be essential. A budget of £2000 has been allocated.

Volunteers for the working party: Cllr E MacPherson, Cllr S Martin and Cllr S Mortlock.

113. To approve the draft consultation document on parking Holywell Front.

Members discussed the draft consultation document. It was a unanimous decision that this could be a contentious issue. Cllr D Peart felt that a consultation with the whole Parish would not generate a common feeling.

Resolved: The Clerk to contact County Councillor K Reynolds to check with Highways what would be acceptable for Holywell Front. (Prop Cllr J Neish, 2nd Cllr C Pearce) 9 in favour, 2 abstentions.

114. Cemetery.

- (i) To discuss lay out of cremation tablets when right hand side marked out.
The Chairman explained the proposed map.

Resolved: That the proposed lay out of cremation tablets with grass path between the plots on the right hand side be approved. (Prop Cllr C Pearce, 2nd Cllr S Martin) All in favour.

115. To note list of Parish Council meeting dates for 2022/23

Noted

116. Policy.

- 116.1 To review the following policy documents

- (i) Financial regulations

Resolved: That the Financial Regulations be approved. (Prop Cllr J Neish, 2nd Cllr C Pearce) 9 in favour, 1 against, 1 abstention.

- 116.2 To approve formation of working party to review policies prior to referral to Full Council in February 2023.

It was agreed that Cllr T Head, Cllr J Neish and Cllr D Peart form a working party to review the policies prior to referral to full Council in February 2023.

117. Correspondence

To receive correspondence and agree any actions: -

1. To consider request from resident for help with Duke of Edinburgh award.

The Clerk to ask Cllr M Williamson whether he is willing to support this request and bring item back to next Full Council meeting.

2. To consider letter from Holywell school asking Council to consider grass cutting contract.

Resolved: That the Clerk decline the opportunity to quote for the school grass cutting contract due to it outstretching our resources. (Prop Cllr J Neish, 2nd Cllr D Peart) All in favour.

3. To note the correspondence: Briefing for CCC Members - dispersal of asylum seekers.

Noted

4. To note correspondence relating to parking on yellow lines -Holywell school

Noted

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

- Cllr C Pearce commented that the damage to Overcote Lane near the Water Treatment Centre has still not been repaired. The Clerk advised this is with Highways but will follow up. Cllr C Pearce also reported a resident who is getting worse with spitting and swearing at others.
- Cllr S Martin advised she has received a letter from Cambridge Water advising of a data breach.
- The Clerk thanked all Councillors who helped at the Christmas Bazaar. There was lots of positive feedback and names were collected for the defib training.
- Cllr A Whyte advised that the result of the appeal for the proposed development on land adjacent to Sunrhyi Mill Way needingworth is expected February 2023.

There being no further business the meeting closed at 9.13pm

Chairman

Date

Holywell-cum-Needlingworth PC

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
261 fuel	03/11/2022		Co-op current account	DDR	Fuel for October	Fuel Genie	S	202.67	40.53	243.20
263 Other expenses	03/11/2022		Co-op current account	DDR - CoBc	Planning application for Village	HDC	S	257.83	5.37	263.20
262 Pension	03/11/2022		Co-op current account	DDR	Employer fee	Salvus	S	20.00	4.00	24.00
267 Poppy Wreath for war memo	07/11/2022		Co-op current account	502219	Wreath for War Memorial	The Poppy Appeal	Z	20.00		20.00
264 (SL)Electricity charge	07/11/2022		Co-op current account	DDR	Street Light Energy charge	SSE Energy Supply Limited	L	5.62	0.28	5.90
265 (SL)Electricity charge	07/11/2022		Co-op current account	DDR	Street Light Energy charge	SSE Energy Supply Limited	L	90.53	4.52	95.05
266 (SL)Electricity charge	07/11/2022		Co-op current account	DDR	Street Light Energy charge	SSE Energy Supply Limited	L	18.06	0.90	18.96
268 Quarterly Allowance	09/11/2022		Co-op current account	Online transfer	Chairman's Allowance	Mr A Whyte	Z	75.00		75.00
269 replacement items	10/11/2022		Co-op current account	Online transfer	Tea Urn	ESPO	S	90.00	18.00	108.00
270 Office move	10/11/2022		Co-op current account	Online transfer	Notice board	ESPO	S	26.00	5.20	31.20
273 office stationery	14/11/2022		Co-op current account	DDR - CoBc	Local Council Administration 1:	SLCC Enterprises Ltd	S	141.00	0.80	141.80
271 office stationery	14/11/2022		Co-op current account	Online transfer	Hazard tape & batteries	ESPO	S	13.56	2.71	16.27
272 office stationery	14/11/2022		Co-op current account	Online transfer	Hazard tape & batteries	ESPO	S	14.15	2.83	16.98
8 Rates to HDC	15/11/2022		Co-op current account	DDR	Rates for cemetery	HDC	E	20.00		20.00
274 Millfields other maintenance	15/11/2022		Co-op current account	Online transfer	Roof repairs	NPR Nigel Parr Roofing Contr	S	70.00	14.00	84.00
278 Millfields electricity	16/11/2022		Co-op current account	DDR	Electricity to Millfields	British Gas	L	123.55	6.18	129.73
277 Other activities	16/11/2022		Co-op current account	Online transfer	Planting items for troughs	Mrs J Reid	Z	26.84		26.84
281 Christmas Fair/tree	16/11/2022		Co-op current account	DDR - CoBc	Christmas lights	Garden Store Direct	S	74.76	14.94	89.70
280 Christmas Fair/tree	16/11/2022		Co-op current account	DDR - CoBc	Christmas tree topper	Amazon Services Europe S.a.	S	12.08	2.41	14.49
279 Christmas Fair/tree	16/11/2022		Co-op current account	DDR - CoBc	Cable ties	GOCABLETIES LIMITED	S	4.94	0.99	5.93
276 Tax & NI	16/11/2022		Co-op current account	Online transfer	Tax and NI	HMRC	Z	2,327.49		2,327.49
275 Salaries	16/11/2022		Co-op current account	Online transfer	Salary	Staff	Z	8,258.17		8,258.17
289 office stationery	24/11/2022		Co-op current account	DDR - CoBc	Cemetery fees receipt book &	Shaw & Sons	S	204.22	40.84	245.06
288 Christmas Fair/tree	24/11/2022		Co-op current account	Online transfer	Batteries for xmas lights	ESPO	S	35.61	7.12	42.73
290 Christmas Fair/tree	24/11/2022		Co-op current account	Online transfer	Tinsel	Mrs S Martin	Z	14.00		14.00
286 Other items	24/11/2022		Co-op current account	Online transfer	Weedkiller	Aitkens Sportsturf Limited	S	82.00	16.40	98.40
283 Office Rent / Utilities	24/11/2022		Co-op current account	Online transfer	Contribution to utilities for Pari	Needlingworth VHT	Z	125.00		125.00
282 Pension	24/11/2022		Co-op current account	DDR	Pension contributions - Novem	Salvus	Z	312.12		312.12
284 AED/Defibrillator	24/11/2022		Co-op current account	Online transfer	Adult Pads for De fib o/c	The Community Heartbeat Ti	S	96.00	19.20	115.20
285 One Stop AED	24/11/2022		Co-op current account	Online transfer	AED for One Stop shop locatio	The Community Heartbeat Ti	S	1,880.00	376.00	2,256.00
287 other	24/11/2022		Co-op current account	DDR - CoBc	Repair to car park - village hall	Bannold Supplies & Services	S	110.00	22.00	132.00
288 Street Furniture	28/11/2022		Co-op current account	Online transfer	Fencing and double gate for o	J.A.C.S (UK) Limited	S	1,711.50	342.30	2,053.80

Holywell-cum-Needingworth PC

PAYMENTS LIST

6 December 2022 (2022-2023)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
291 Website Charges	28/11/2022		Co-op current account	Online transfer	Website monthly charges	Function 28 Limited	S	30.00	6.00	36.00
293 publications	28/11/2022		Co-op current account	Online transfer	Copies charge	Ethos Communication Solutic	S	34.61	6.92	41.53
294 Christmas Fair/tree	29/11/2022		Co-op current account	DDR - CoBc	Christmas Refreshments	Morrisons Supermarkets plc	Z	40.71		40.71
295 General Waste removal	29/11/2022		Co-op current account	DDR	General Waste Removal	Thalia WB ODC Limited	S	70.12	14.02	84.14
298 councillors training	01/12/2022		Co-op current account	Online transfer	Planning training	CAPALC	Z	50.00		50.00
296 Christmas Fair/tree	01/12/2022		Co-op current account	DDR - CoBc	Christmas tree	Oakington Garden Centre	S	70.83	14.17	85.00
297 Legal Fees	01/12/2022		Co-op current account	Online transfer	Legal advice re sports club lce	Birketts LLP	S	315.00	63.00	378.00
300 Christmas Fair/tree	05/12/2022		Co-op current account	DDR - CoBc	Thermal Coffee Jug	Amazon Services Europe S.a.	S	19.99	4.00	23.99
299 Other items	05/12/2022		Co-op current account	Online transfer	Reset Millfields gate post	Green Room Gardens	S	360.00	72.00	432.00
Total								17,453.96	1,127.63	18,581.59