

**MINUTES OF MEETING OF ELTISLEY PARISH COUNCIL HELD ON TUESDAY
29th MAY 2024 at THE CADE at 7.00pm**

The meeting will be open to the public unless the Council otherwise directed.

PRESENT:

Cllr D Stevenson (Chairman)
Cllr B Bidgood
Cllr S Ellis
Cllr J Francis
Cllr M Lines
Cllr R Pinner

Mrs A Jackson (Parish Clerk)

IN ATTENDANCE:

1 member of public
CCC Cllr M Smith

1. Election of Chairman

1.1 To elect a Chairman for 2024/25

Resolved: That Cllr D Stevenson be elected as Chairman (Prop Cllr R Pinner, 2nd Cllr S Ellis) All in favour.

1.2 To receive Chairman's Declaration of Acceptance of Office

Cllr D Stevenson having been duly elected signed the declaration of acceptance of office along with the Clerk

2. Apologies.

To receive and accept Apologies for Absence.

Cllr A Weldon – personal

SCDC Cllr P Sandford – personal

3. Declarations of Interest.

To receive Declarations of Interest – Personal and/or prejudicial and the nature of those interests relating to items on the agenda.

Item 12.12 Cllr D Stevenson – Pecuniary – quoted for work

4. Minutes

To confirm the Minutes of the Meeting held on 12th March 2024 & 14th May 2024

Resolved: That the minutes of the Meeting held on 12th March 2024 and 14th May 2024 be signed as a true and correct record (Prop Cllr R Pinner, 2nd Cllr B Bidgood) All in favour

5. To elect a Vice Chairman.

Resolved: Cllr S Ellis be elected as Vice Chairman (Prop Cllr D Stevenson 2nd Cllr M Lines) All in favour.

6. Parish Council Representatives on Outside Bodies.

6.1 To nominate Parish Council Representatives to outside bodies for 2024/25

See Appendix A

7. Public Forum

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

A representative from The Cade Management Committee presented a proposal to the Council regarding replacement doors for the Cade. The main points raised were:

- There have been changes to fire regulations for public buildings and now the Cade doors do not comply because they open inwards.

- With the doors opening inwards this restricts number of attendees to 60, if the doors open outwards the limit on attendees would be 100.
- Have one quote to supply and fit replacement doors in the same style as existing to open outwards with one door on 2 sets to have a push bar on of approximately £3000. There is enough space so as not to hinder disabled access.
- The Cade Management Committee have completed an application for the Community Chest Grant and due to the Parish Council owning the Cade are seeking the Parish Council to agree to fund 50% of the cost and the Community Chest to cover the other 50%.

The Chairman brought forward item 12.12

8. District and County Councillor Report

To receive verbal reports from district and county councillor.

CCC Cllr M Smith reported:

- She will arrange a further meeting with David Allitt and Jeremy Smith to discuss the progress on the traffic calming measures raised previously for approx. 4 weeks' time.
- She asked members what help they need for the A428 Legacy Fund application.
- Confirmed that Sarah Bud is the new Highways Officer.

Cllr D Stevenson advised that the Council are applying for kerbing around the Village Green to the A428 Legacy Fund.

CCC Cllr M Smith will arrange for a Highways Officer to visit the site to detail the specifications and produce a cost for the works.

9. To note the resignation of Cllr A Weldon

Members requested the Clerk to write to Mrs Weldon thanking her for her time on the Council.

10. Clerks Report

To receive written report.

Meeting Dates: –

Full Council – Tuesday 9th July 2024

Items to report.

- Internal audit completed on 8th May 2024
- Resident reported burnt paper in pocket park
- Defibrillator - battery & rescue safety kit replaced
- Portrait of King Charles III received 16th April 2024, written to the Cade requesting permission to hang portrait in the Cade – awaiting a decision
- Nat West letter regarding signatories – will go to Nat West with the previous Clerk to try to resolve issues

Cllr R Pinner thanked the Clerk for completing the internal audit.

11. Members reports

(i) Parish Forum

Nothing to report

(ii) Village working party.

- Lytch Gate – removed ivy which has highlighted wood worm especially in the tie plate for the roof with one of the supports decaying. Cllr B Bidgood suggested applying to the A428 Legacy Fund. CCC Cllr M Smith asked about the milestone.
- Playhouse – the board has been pushed back into place but needs fixing properly
- Resident in the Old Rectory has asked for the chestnut to be cut back – Cllr R Pinner will do this.

(iii) Parish plan survey

The steering group meet periodically, when needed. The Parish Survey is reviewed every 5 years.

There is an Emergency Plan in place, which is lodged with SCDC – Cllr R Pinner requested for this to be added to a future agenda to be reviewed and updated.

- (iv) Speedwatch
Still operating however need more volunteers. Cllr S Ellis suggested approaching people to volunteer.
- (v) Play area/RoSPA report
RoSPA report – item 12.10
- (vi) A428
Speed restriction of 40mph has been put in place to St Neots and there have been some night closures.
Cllr M Lines commented that they have removed vast amounts of hedgerow during nesting season.
Council plan to hold a village meeting to discuss the traffic calming once they have confirmation on what is possible.

Cllr D Stevenson requested adding East West Rail to members reports and asked Cllr M Lines for an update.

Cllr M Lines advised that East West Rail are engaging with Land Owners however will not share the plan. The economic model of the railway is not good. Cambridge Land Owners currently have a petition open to pause the works.

- (vii) County broadband
Some residents have already signed up for County Broadband. Prices have been reduced.
- (viii) Cross Path
Potholes have been marked for repair.
Refuse lorries have stopped driving down Cross Path
- (ix) Drainage
Members discussed the issues with the village drainage system. Previously a meeting was held with riparian owners offering the shared cost of a contractor, this was not taken up by the riparian owners.
There are no plans available to show where the drains run.
CCC Cllr M Smith will check with Drainage Officer whether letters have been sent to the riparian owners and advised Hilary Tandy is the manager of that department.
Cllr R Pinner suggested inviting residents to a meeting to discuss the responsibilities of riparian owners and advise that this needs to be declared when selling your house and could affect insurance.

12. Finance and Risk

- 12.1 To approve the accounts for payment for period from 13th March 2024 – 29th May 2024
Resolved: That payments totalling £5810.22 be approved (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour.
- 12.2 To note the bank reconciliation as at 31st March 2024 & 30th April 2024
Noted
- 12.3 To note the budget report dated 21st May 2024
Noted
- 12.4 To approve renewal of CAPALC membership 2024.
Resolved: That the renewal of CAPALC Membership 2024 be approved (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour. (LGA 143 s1)
- 12.5 To note the internal audit report for y/e 31st March 2024 and agree any actions.
Defer to July meeting.
- 12.6 To receive the Tree Survey report dated 21st March 2024 and consider recommendations
Members requested the Clerk to seek quotes for the works detailed in the report.

12.7 To receive report on ring fenced funds

Noted

12.8 To approve a transfer of £11,037 from current account to deposit account to cover allocated reserves

Resolved: That the transfer of £11,037 from current account to deposit account to cover allocated reserves be approved (Prop Cllr D Stevenson, 2nd Cllr J Francis) All in favour.

12.9 To approve purchase of Office 365 licence for businesses at £8.40 ex VAT per month

Resolved: That the purchase of Office 365 licence for businesses at £8.40 ex VAT be approved (Prop Cllr M Lines, 2nd Cllr J Francis) All in favour. (LGA 1972 111 s1)

12.10 To receive the RoSPA play area report 24 April 2024 and agree actions

Members requested the Clerk to seek a quote for the missing base plate of the Air Walk.

Cllr R Pinner advised that the grass cutting contractor should be spraying around the timber supports rather than strimming to prevent further damage.

12.11 To consider quote of £332.40 from Fresh Air Fitness for replacement Air Skier part
Clerk to check that fixings are included with the part.

Resolved: That the quote from Fresh Air Fitness for £322.40 incl. VAT for the replacement part for the Air Skier be approved (Prop Cllr R Pinner, 2nd Cllr M Lines) All in favour. (LGA (Miscellaneous Provisions) 1976 s.19)

12.12 To consider proposal from The Cade Management Committee for replacement doors

This item was taken after item 7 Public Forum

CCC Cllr M Smith fully supports the Cade Management Committee's application for a Community Chest application.

Resolved: That the Parish Council approve the 50% cost of the replacement doors for the Cade and support The Cade Management Committee's application for a Community Chest application. (Prop Cllr J Francis, 2nd Cllr B Bidgood) 5 in favour, 1abstention. (LGA:1972 s.133)

12.13 To approve the formation of a working party to prepare a grant submission to A428 Legacy Fund

Resolved: That a working party to prepare a grant submission to A428 Legacy Fund is formed with the following members: Cllr D Stevenson, Cllr S Ellis, Cllr J Francis and the Terms of reference (see Appendix B) are accepted. (Prop Cllr D Stevenson, 2nd Cllr S Ellis) All in favour.

13. Policy

To review and adopt the following policy documents.

(i) Financial regulations – to be brought to the next meeting

(ii) Standing orders

Resolved: That the Standing Orders are adopted. (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour.

(iii) Code of conduct

Resolved: That the Code of Conduct is adopted. (Prop Cllr J Francis, 2nd Cllr D Stevenson) All in favour.

(iv) Disciplinary policy

Resolved: That the Disciplinary Policy is adopted. (Prop Cllr S Ellis, 2nd Cllr J Francis) All in favour.

(v) Grievance policy

Resolved: That the Grievance Policy is adopted. (Prop Cllr J Francis, 2nd Cllr S Ellis) All in favour.

14. End of Year Accounts

14.1 To approve accounts for the Year ending 31st March 2024.

Resolved: That the accounts Year ending 31st March 2023 be approved. (Prop Cllr D Stevenson, 2nd Cllr M Lines) All in favour.

14.2 To complete and approve Annual Governance Statement for year ending 31st March 2024.

Resolved: That the statements were read out by the Clerk and a 'yes' response was given to statements 1, 2, 3, 4, 5, 6 & 8 and a 'no' response was given to statement 7 by Council. All in favour.

14.3 To approve Statement of Accounts on Annual Return for year ending 31st March 2024.

Resolved: That the Statement of Accounts be approved. All in favour.

14.4 To approve text for Annual Return.

Resolved: That the text be approved. All in Favour.

14.5 To note that the notice of public rights has been completed for issue 16th May 2024.

Noted that the notice of public rights was completed for issue on 16th May 2024 and displayed on the website and on the noticeboard. For the year ended 31 March 2024 relevant documents will be available on reasonable notice by application commencing on Monday 3rd June 2024 and ending on Friday 12th July 2024.

15. Planning.

15.1 To note the following application that has been **approved**:

(i) Application ref: Reference: 22/00253/FUL

Proposal: Construction of a New eco home and garage together with landscaping.

Site address: Land At Manor Farm Caxton End Eltisle St Neots

Noted

16. Community Engagement

16.1. To consider request from the Cade Management Committee regarding the Peace Tree Lights

Resolved: That the proposal from the Cade Management Committee regarding the Peace Tree Lights is accepted and agree to pay £500 towards the project this year. (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour. (LGA 1972 s145)

17. Correspondence.

To receive correspondence and agree any actions: -

(i) To note correspondence from Streetworks regarding footpath closures 1st March – 31st August 2024

Noted

(ii) To note email from a resident regarding the cutting of grass verges

Noted

(iii) To note Local Highways Officer resignation

Noted

(iv) To consider request for warning signs at the back of the children's area

Resolved: That the request for warning signs at the back of the children's area be approved. (Prop Cllr D Stevenson, 2nd Cllr S Ellis) All in favour.

18. Items to report.

- Cllr R Pinner suggested that any tree works carried out to request the wood chippings to be left on site for use in the pocket park
- Cllr R Pinner suggested purchasing 2 plaques, one for each of the trees planted for the Queens Jubilee and the Kings Coronation.
- Cllr B Bidgood commented that the Silver Jubilee benches are in a poor state of repair. The working party will access these and report back to Council.

Resolved: That the meeting be closed due to the confidential nature of items to be discussed. (Prop Cllr D Stevenson 2nd Cllr S Ellis) All in favour.

MEETING CLOSED 8.25pm

19. To receive an update on Manor Farm

MEETING REOPENED 8.40pm no members of the public returned

Being no further business, the meeting closed at 8.41pm

Chairman

Date

DRAFT

Eltisley Parish Council PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
94 Insurance	28/03/2024		Nat West current acc	1991	insurance	Arthur J Gallagher Insuranc	Z	401.04		401.04
Total								401.04		401.04

Eltisley Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2 Village Green	01/04/2024		Nat West current acc	1994	Grass cutting	Bradgate ltd	S	760.00	152.00	912.00
19 Insurance	01/04/2024		Nat West current acc	1992	Reimbursement of refund from	EVGT	Z	50.00		50.00
1 Capital/subs	19/04/2024		Nat West current acc	1993	SLCC Membership	SLCC Enterprises Ltd	Z	154.00		154.00
3 Salaries	30/04/2024		Nat West current acc	1997	salary	Staff	Z	471.05		471.05
11 Village Green	13/05/2024		Nat West current acc	2002	Grass cutting	Bradgate ltd	S	480.00	96.00	576.00
12 Village Green	13/05/2024		Nat West current acc	2003	Grass cutting	Bradgate ltd	S	760.00	152.00	912.00
13 Room Hire	13/05/2024		Nat West current acc	2004	room hire	Cade pavilion	Z	7.50		7.50
5 Room Hire	13/05/2024		Nat West current acc	1995	room hire	Cade pavilion	Z	11.25		11.25
18 Room Hire	13/05/2024		Nat West current acc	2009	room hire	Cade pavilion	Z	60.00		60.00
4 Bus Shelter	13/05/2024		Nat West current acc	DDR	Electricity bus shelter	Npower Commercial Gas	L	35.67	1.78	37.45
14 Equipment checks	13/05/2024		Nat West current acc	2005	rospa play area inspection	Playsafely Ltd	S	114.00	22.80	136.80
6 Contingency	13/05/2024		Nat West current acc	1996	Wildflower seeds	Emorsgate Seeds	Z	110.00		110.00
9 Contingency	13/05/2024		Nat West current acc	2000	Defib battery and rescue safety	The Community Heartbeat	S	232.50	46.50	279.00
15 Office rent	13/05/2024		Nat West current acc	2006	office rent	Holywell cum Needingworti	Z	226.40		226.40
7 HMRC	13/05/2024		Nat West current acc	1998	paye	HMRC	Z	112.00		112.00
17 HMRC	13/05/2024		Nat West current acc	2008	paye	HMRC	Z	112.20		112.20
8 Trees survey	13/05/2024		Nat West current acc	1999	tree survey	Charlie Vince Tree Surgery	S	570.00	114.00	684.00
10 The Green Water	13/05/2024		Nat West current acc	2001	Water	Source for Business	S	41.73	8.35	50.08
16 Salaries	13/05/2024		Nat West current acc	2007	salary	Staff	Z	492.45		492.45
20 Room Hire	20/05/2024		Nat West current acc	2010	room hire	Cade pavilion	Z	15.00		15.00
Total								4,815.75	593.43	5,409.18

APPENDIX A

Cllr D Stevenson	The Cade management committee Peace tree lights Noticeboards Grass cutting co-ordinator
Cllr B Bidgood	Footpaths
Cllr S Ellis	Zero carbon A428 Facebook Notice Boards Allotments
Cllr J Francis	School representative Litter picking Play Equipment
Cllr Roger Pinner	Village Working Party Road Safety/community Speedwatch Police neighbourhood panel Neighbourhood watch Allotments

APPENDIX B

ELTISLEY PARISH COUNCIL

A428 Legacy Working Party

Terms of Reference

OVERALL RESPONSIBILITY

Take delegated responsibility on behalf of the Parish Council for the preparation of a grant submission to the A428 Legacy Fund.

For ensuring that the Parish Council is complying with all aspects of the law, relevant regulations and good practice.

COMPOSITION AND REPORTING

The A428 Legacy Working Party will consist of 3 Parish Councillors, all of whom should have an interest in the preparation of a grant submission to the A428 Legacy Fund.

A chairman will be elected from the 3 Councillors.

The working party may co-opt to the group as they deem appropriate.

Until otherwise determined by the Parish Council, a quorum shall consist of 3 members of the Working Party.

The A428 Legacy working party will report back regularly and at least every two months to the Parish Council. Their final recommendations to the full Parish Council should be received no later than the 12th November 2024.

MAIN DUTIES

General

- To collate sufficient evidence to support a Parish Council application to the A428 Legacy Fund
- To seek guidance from external sources as appropriate.
- To ensure there is coordination and good working relationships between all parties concerned.
- To provide minutes of all Legacy working party meetings for review at meetings of the Parish Council.