

**MINUTES OF THE ANNUAL MEETING OF ELTISLEY PARISH COUNCIL HELD  
ON TUESDAY 13<sup>th</sup> MAY 2025 at THE CADE at 7.21pm**

The meeting will be open to the public and press 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:**

No members of public  
CCC C Poulton  
SCDC P Sandford

**1. Election of Chairman**

1.1 To elect a Chairman for 2025/26

**Resolved:** That Cllr D Stevenson be elected as Chairman (Prop Cllr R [Pinner, 2<sup>nd</sup> Cllr M Lines) 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 M Welland - personal

**3. Cllr Welland Declaration of Acceptance of Office**

To approve signing of Acceptance of Office on or before 8<sup>th</sup> July 2025

Clerk quoted *Local Government Act 1972 Section 83(4)(c)*

**Resolved:** That the signing of Acceptance of Office by Cllr Welland on or before 8<sup>th</sup> July 2025 be approved. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr R Pinner) All in favour.

**4. Declarations of Interest.**

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

Cllr M Lines – item 11(x) – pecuniary – land owner

**5. Minutes**

To confirm the Minutes of the Meeting held on 11<sup>th</sup> March 2025.

**Resolved:** That the minutes of the Meeting held on 11<sup>th</sup> March 2025 be signed as a true and correct record (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr R Pinner) All in favour.

**6. To elect a Vice Chairman.**

**Resolved:** Cllr Ellis be elected as Vice Chairman (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr R Pinner) All in favour.

**7. Parish Council Representatives on Outside Bodies.**

7.1 To nominate Parish Council Representatives to outside bodies for 2025/26

See appendix A

Clerk to email out new list to Councillors

## 8. Public Forum

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

None

## 9. District and County Councillor Reports

To receive verbal reports from district and county councillor.

Members received a written monthly report from CCC C Poulton & SCDC P Sandford. There were no questions raised from members.

## 10. Clerks Report

To receive written report.

Meeting Dates: –

Full Council – Tuesday 8<sup>th</sup> July 2025

Items to report.

- Clerk attended Clerks drop-in session 26<sup>th</sup> March 2025
- 20mph application resubmitted 25/3/25
- Anglian Water – Repaired a section of the footpath – emailed 20/3/25 showing further damaged area requesting them to repair.
- Water bill received for The Green £548.51 – 29/4/25 Clerk contacted Source for Business – account on hold for 4 weeks whilst they get information from Staffordshire Water regarding the leak. Item 11.10 on agenda for consideration

## 11. Members reports

To receive verbal report and agree any actions

### (i) Hastoe Housing

**Resolved:** That Cllr R Pinner be the Parish Council representative to speak at the official opening of the 9 affordable homes in Eltisley on Friday 20<sup>th</sup> June 2025. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr S Ellis) All in favour.

Cllr R Pinner requested for the previous Clerk to attend the official opening. All agreed.

Members asked the Clerk to follow up on the S106 monies as this should have been paid on first occupancy.

### (ii) Parish Forum

Nothing to report

### (iii) Village working party

Suggestions for areas of work:

- Pocket Park - Clear ivy from trees, nettles to be cut back, replace rotten plank on bridge
- Pond clearing – debris to clear and a tree has fallen in the pond
- Brook – clear debris.

The next working party: Thursday 29<sup>th</sup> May 2025, 6.30pm

### (iv) Parish plan survey

Nothing to report

### (v) Speedwatch

Nothing to report

### (vi) Play area/RoSPA report

RoSPA report see item 12.5

### (vii) A428

There have been numerous road closures.

Concerns were raised regarding a pinch point installed on the north side of the road that wide vehicles cannot pass through, and that this may be below the legal width.

Further concerns were raised regarding excessive noise from the works on the new road south of the existing A428 between Eltisbury and Caxton Gibbet.

Cllr D Stevenson will raise these items with Highways along with queries regarding landscaping to reduce the noise from A428.

Cllr R Pinner suggested inviting the MP to a meeting to discuss issues regarding A428 and requested that the Clerk also write to Highways highlighting the concerns.

(viii) Cross Path

Still awaiting contact details from SCDC/ CCC to receive advice regarding the Green. Clerk requested to write to SCDC P Sandford and CCC C Poulton to request details.

(ix) Drainage

Suggested to request another meeting with the Drainage officer in the summer.

Comments made detailing areas of concern with village drainage:

- Woodland Potton End
- Brook near the Allotments – needs to be cleared of silt to avoid blocking the culvert.
- Ditch between Allotments and Topham's land. Clerk to write and confirm they are the landowner.

(x) East West Rail

Members asked Cllr M Lines if there was any update regarding EW Rail. He advised they are currently carrying out soil testing.

## 12. Finance and Risk

12.1 To approve the accounts for payment for period from 12<sup>th</sup> March 2025 – 13<sup>th</sup> May 2025

Date	Payee Name	Cheque No.	Description	Net	VAT	Total
12/03/2025	Holywell-cum-Needlingworth Parish Council	2064	Contribution to Scribe	£101.27		£101.27
17/03/2025	SSE Energy Solutions	DDR	Streetlight energy	£55.90	£2.80	£58.70
31/03/2025	Cade Pavilion	2070	Room Hire	£15.00		£15.00
31/03/2025	SSE Energy Solutions	DDR	Streetlight energy	£25.24	£1.26	£26.50
16/04/2025	HMRC/ Clerk	2075/2076	Staff costs	£645.31		£645.31
16/04/2025	Holywell-cum-Needlingworth Parish Council	2071	Office Rent	£233.65		£233.65
16/04/2025	Cade Pavilion	2072	Room Hire	£127.50		£127.50
16/04/2025	CAPALC	2066	Membership	£315.68		£315.68
16/04/2025	SLCC Enterprises Ltd	2067	Membership	£150.00		£150.00
16/04/2025	Play Safety Ltd	2074	RoSPA Inspection	£116.00	£23.20	£139.20
16/04/2025	FX Specialist Glazing	2077	Supply & fit doors Cade Pavilion	£4200.00	£840.00	£5040.00
16/04/2025	CAPALC	2078	CiLCA Training	£225.00		£225.00
08/05/2025	Bradgate	2079	Grass cutting	£760.00	£152.00	£912.00
08/05/2025	Mr S Ellis	2081	VE Day Flag	£9.99		£9.99
			<b>TOTAL</b>	<b>£6980.54</b>	<b>£1019.26</b>	<b>£7999.80</b>

- Resolved:** That payments totalling £7999.80 be approved (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr M Lines) All in favour.
- 12.2 To note the bank reconciliation as at 31<sup>st</sup> March 2025  
**Noted**
- 12.3 To note the budget report dated 6<sup>th</sup> May 2025  
**Noted**
- 12.4 To note the internal audit report for y/e 31<sup>st</sup> March 2025 and agree any actions.  
**Resolved:** That the Council reviewed and noted the Annual Internal Audit Report that had been completed by CAPALC with no items for action. (Prop R Pinner, 2<sup>nd</sup> Cllr D Stevenson) All in favour.
- 12.5 To receive the RoSPA play area report 7<sup>th</sup> April 2025 and agree actions  
Members discussed the maintenance findings on the RoSPA report and set a meeting on Wednesday 15<sup>th</sup> May 2025, 5pm to inspect the play area and review findings. Clerk to obtain a quote for a replacement swing.
- 12.6 To note receipt of JPAG pages 8-15 to clarify Annual Governance Statement assertions  
**Noted**
- 12.7 To consider and agree actions regarding installation of MVAS from CCC  
**Resolved:** That Councillors will install the MVAS from CCC once received. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr S Ellis) All in favour.
- 12.8 To note successful Community Chest Grant application £110 to cover cost of wildflower seeds  
Cllr R Pinner congratulated Cllr S Ellis on the successful grant.  
**Noted**
- 12.9 To consider and agree actions regarding PC laptop  
Members considered report and reviewed quotes for laptop.  
**Resolved:** To purchase a new laptop at cost of £399.00 be approved. (Prop Cllr R Pinner, 2<sup>nd</sup> J Francis) All in favour.
- 12.10 To consider and agree actions regarding the water connection on The Green  
Clerk advised that this is the second large bill due to a leak. Previous bill cleared after contact with CEO. Further comment made that it is unlikely that a cricket team will return and that other villages are also losing cricket teams.  
**Resolved:** To permanently disconnect water connection at the Green subject to Clerk confirming cost. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr R Pinner) All in favour.
- 12.11 To approve payment £45.00 Open Spaces Society  
**Resolved:** That the membership is not renewed, and the Clerk write to Open Spaces Society to ask reasons why PC should renew. (Prop Cllr M Lines, 2<sup>nd</sup> Cllr D Stevenson) All in favour.
- 12.12 To ratify the decision of the Chairman to approve Clerk's CiLCA training  
**Resolved:** That the decision of the Chairman to approve Clerk's CiLCA training be ratified. (Prop Cllr S Ellis, 2<sup>nd</sup> Cllr R Pinner) All in favour.
- 12.13 To approve payment for sign up to CiLCA portfolio  
**Resolved:** That the payment £450.00 for sign up to CiLCA portfolio be approved. (Prop Cllr S Ellis, 2<sup>nd</sup> Cllr R Pinner) All in favour.
- 12.14 To approve payment of £40 Cade Pavilion for VE Day  
**Resolved:** That the payment £40.00 Cade Pavilion for VE Day be approved. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr S Ellis) All in favour.

### 13. Policy

#### To review and adopt the following policy documents.

- (i) Financial regulations

**Resolved:** That the Financial Regulations be adopted. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr M Lines) All in favour.

- (ii) Standing orders  
**Resolved:** That the Standing Orders be adopted. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr M Lines) All in favour.
- (iii) Code of conduct  
**Resolved:** That the Code of Conduct be adopted. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr M Lines) All in favour.
- (iv) S137 limits for 2025/26  
**Resolved:** That the S137 limits for 2025/26 be adopted. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr M Lines) All in favour.

#### 14. End of Year Accounts

14.1 To approve accounts for the Year ending 31<sup>st</sup> March 2025.

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

14.2 To complete and approve Annual Governance Statement for year ending 31<sup>st</sup> March 2025.

**Resolved:** That the statements were read out by the Clerk and a 'yes' response was given by Council to each. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr R Pinner) All in favour.

14.3 To approve Statement of Accounts on Annual Return for year ending 31<sup>st</sup> March 2025.

**Resolved:** That the Statement of Accounts be approved. (Prop Cllr D Stevenson, Cllr R Pinner) All in favour

14.4 To approve text for Annual Return.

**Resolved:** That the text be approved. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr M Lines) All in Favour.

14.5 To note that the notice of public rights has been completed for issue 15<sup>th</sup> May 2025.

**Noted**

#### 15. Planning.

15.1 To consider the following applications that have been Received:

- (i) Application ref: 25/00994/CONSLT Removal of payphone Telephone Box The Green Eltisley Cambridgeshire

**Resolved:** That the application be objected to due to poor mobile coverage in the parish and the lifeline this facility provides to its parishioners. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr S Ellis) All in favour.

- (ii) Application ref: 25/00966/HFUL Replace current windows and doors with a mix of pvc and aluminium double glazing to anthracite grey and include Georgian bars on front facing and side windows. Install new oil tank to the front of the dwelling. 81 The Green Eltisley Cambridgeshire PE19 6TG

**Resolved:** That the application be supported (Prop Cllr J Francis, 2<sup>nd</sup> Cllr D Stevenson) All in favour.

15.2 To note the following application for information only:

- (i) Application reference: 24/04318/CONDA Submission of details required by condition 3(a) (structural details of kitchen wall opening) of Listed Building consent 24/04318/LBC

51 The Green Eltisley Cambridgeshire PE19 6TG

**Noted**

15.3 To note the report to application 25/00994/CONSLT

**Noted**

15.4 To note the Supplementary Planning Documents Public Notice and Statement of Adoption and Revocation (April 2025)

**Noted**

## 16. Community Engagement

- 16.1 To receive report and agree actions regarding traffic monitoring system  
Members considered the proposed traffic monitoring system alongside advice from ICO and CCC Highways. Members noted that following a successful LHI Bid the parish will have a second MVAS and will be able to download traffic data from two MVAS. Therefore, offered thanks to the residents for proposing the system however will not be pursuing the system.
- 16.2 To receive an update and agree actions for the Emergency Plan  
Members have updated the emergency plan and requested the Clerk to write to individuals identified as having skills or equipment that would be useful in an emergency to ask if they are willing to be included with their name, address and contact number on the emergency plan.
- 16.3 To consider email from Hastoe Housing and agree representative to speak at the official opening of 9 new affordable homes in Eltisley  
See item 11 (i).
- 16.4 To consider request from the Church to hold a fete on 19<sup>th</sup> July 2025 on the Green.  
**Resolved:** That the request from the Church to hold a fete on 19<sup>th</sup> July 2025 on the Green be approved subject to receipt of a Risk Assessment and a copy of their insurance. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr R Pinner) All in favour.

## 17. Correspondence.

To receive correspondence and agree any actions:

- (i) To note CCC Highways Capital Highway Maintenance and Improvement Programme 2025/26
- (ii) **Noted**
- (i) To receive and agree actions - letter from MP Ian Sollom  
**Resolved:** That the poster be displayed on the noticeboard and scanned to be uploaded to the Parish Council Facebook page. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr S Ellis) All in favour.
- (ii) To note CCC Highways email regarding update of Parish maintained grass dated 23<sup>rd</sup> April 2025  
**Noted**
- (iii) To consider email from Woodland Trust regarding free trees  
**Resolved:** That the offer of free trees be declined. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr D Stevenson) All in favour.
- (iv) To consider email from resident regarding funding application to A428 fund  
Members discussed the suggestions of a skate park or MUGA and were unable to identify an open area large enough to support the proposals. Members further commented that these facilities are available in surrounding parishes.
- (v) To consider email from resident regarding contractor mowing  
Members share the frustrations of the resident's views regarding the mowing of wildflowers.  
**Resolved:** That the Clerk write a letter of complaint to the contractors regarding the destruction of the wildflowers and tell them only to mow the verges where traffic safety is a concern until July. Also, to query the continuation of strimming around the play equipment that is causing further damage to the supports of the play equipment. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr B Bidgood) All in favour.

## 18. Items to report.

- Cllr B Bidgood suggested new 'Ducks crossing' sign be installed by the pond.
- Cllr S Ellis advised that the bulbs have been changed in the streetlights along Caxton End and that the streetlights are duller than before. Cllr R Pinner commented that

CCC have previously advised the Parish Council of their program to replace streetlight bulbs.

- Clerk advised that the History Society have successfully arranged a talk regarding the archaeology findings at Potton End.

Being no further business, the meeting closed at 9.09pm

Chairman

Date

*The next meeting of Eltisley Parish Council will be on Tuesday 8<sup>th</sup> July 2025  
at 7.00pm in The Cade Pavilion, The Green, Eltisley. PE19 6TG*

## APPENDIX A

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