

**MINUTES OF A MEETING OF ELTISLEY PARISH COUNCIL HELD ON TUESDAY 9<sup>th</sup> SEPTEMBER 2025 at THE CADE at 7.00pm**

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

**PRESENT:**

Cllr D Stevenson (Chairman)  
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

**40. Apologies.**

To receive and accept Apologies for Absence.

Cllr B Bidgood – personal

Cllr M Welland - personal

**41. Declarations of Interest.**

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

**None**

**42. Minutes.**

To confirm the Minutes of the Meeting held on 29<sup>th</sup> July 2025.

**Resolved:** That the minutes of the Meeting held on 29<sup>th</sup> July 2025 be signed as a true and correct record (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr D Stevenson) All in favour.

**43. Public Forum**

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

**None**

**44. District and County Councillor Reports**

To receive verbal reports from district and county councillor.

District Councillor P Sandford reported:

- 4-day week – SCDC and CCC have approved the change in terms of contract which should be implemented for staff by October. There should not be any difference in the service being provided when this is fully implemented.
- Local Government Reorganisation SCDC along with the 5 other Councils have committed to submit a detailed business plan to Government by November. Cambridge City and South Cambs prefer a smaller unitary comprising those two Councils, with the rest of Cambridgeshire combined in a single, larger authority.
- Licencing Committee have split Ice Cream vans out of the category of mobile traders into their own category. There are more rules and regulations covering ice cream vans than other mobile traders. The date for taxis to conform to low emission vehicles has been pushed back from 2028 to 2030.
- Flags placed on street furniture are considered as vandalism and will be removed quickly once reported.
- No meaningful updates on EW Rail.

Cllr D Stevenson commented that now the roundabout has been opened one way this would make it easier for the bus service to resume through Eltisley during the day and asked for this to be investigated.

County Councillor C Poulton will check with the transport department.

County Councillor C Poulton reported:

- Reorganisation of the Highways department is now complete. The Depo Manager is Neil Stevens, and the Highways Officer for Eltisley is Nigel Smith. CCC C Poulton will arrange a meeting with the Highways Officer to discuss issues around Eltisley. Aurora, the new highways system will go live on 22 September and will be easier to report issues, follow up on them and there will be performance dashboards.
- Footpaths – highways are able to deliver planings for the bridleway at Caxton End if the Parish Council are able to spread them. CCC C Poulton will check ownership of the bridleway as permission may need to be sought from a farmer.
- Drainage – riparian owners have been contacted and advised of their responsibilities, suggested that the Parish Council arrange a follow up meeting with the Drainage Officer.

Cllr D Stevenson advised that the drain at Potton End has been cleared however the pipes are full of mud. This has been reported on 'Report it'.

CCC C Poulton will follow this up with the flood department.

Cllr R Pinner queried why the A428 east of Caxton Gibbet is still reduced to one lane, there appear to be no logical reason for this, and it is causing bottlenecks.

CCC C Poulton will raise this at his next meeting with Skanska.

Cllr S Ellis commented that there has been no progress with traffic calming measures in the village.

CCC C Poulton advised that National Highways have to hand over the A428 in a good state to CCC. Once CCC have control of the A428 the traffic calming measures can be investigated should there be a need. There is funding available through Legacy funding and in future through the EW Rail schemes. The fourth tranche of Legacy funding reopens shortly should the Parish Council wish to submit an application.

#### **45. Clerks Report**

To receive written report

Meeting Dates: –

Full Council – Tuesday 11<sup>th</sup> November 2025

Items to report.

- Water bill received for The Green £548.51 –  
10/7/25 Clerk contacted – advised when team attends to permanently disconnect will test to check where leak is (have done site survey). Will give notice so a representative of the Council can be in attendance. Account on hold until 31<sup>st</sup> August 2025  
17/6/25 Clerk contacted – account on hold for a further 4 weeks (until 14/7/25) – confirmed receipt of £53.65  
20/5/25 Clerk contacted Source for Business – account put on hold for a further 4 weeks – raised a cheque for £53.65 for standing charge remaining amount remains in dispute. Permanent disconnection of supply form sent.  
29/4/25 Clerk contacted Source for Business – account on hold for 4 weeks whilst they get information from Staffordshire Water.  
1/9/25 Account on hold until 26 September 2025 – Cambridgeshire Water due to attend to disconnect water supply and investigate where leak is to determine who is responsible for the water bill
- 10/7/25 Insurance updated to include the MVAS and 2 x solar panel units
- LHI Bid 2026/27 – sent an expression of interest 12/8/25
- 1/9/25 – contacted SSE to query invoices for streetlighting – invoices have been put on hold until SSE comply with new regulations for billing. Invoice due in next few days of £137.96 to cover period of non-billing.

#### **46. Members reports**

To receive verbal report and agree any actions

(i) Hastoe Housing

The grass has now been cut on the development.

- The shared ownership houses are still available for purchase.
- (ii) Parish Forum  
Nothing to report
  - (iii) Village working party  
The duck house was launched in the pond at the last working party.  
HTLA Property Services dealt with the emergency tree works. Members considered whether there was any work to allocate to HTLA Property Services and agreed not to allocate anything for this month.
  - (iv) Parish plan survey  
Cllr R Pinner will modify the previous survey and share with Council for a future discussion.
  - (v) Speedwatch  
Operated on Friday 5<sup>th</sup> and Tuesday 9<sup>th</sup> September. There were 40 cars through the village an increase on previous times. One vehicle was speeding.  
There are only seven members in the speed watch team. Cllr R Pinner suggested a meeting in the Spring to get more support.
  - (vi) Play area/RoSPA report  
All actions from the RoSPA report have been addressed. Clerk to email a template for Play Area inspections for Cllr J Francis to adapt for recording checks.
  - (vii) A428  
The A428 will be closed this weekend. Members suggested arranging a further meeting with CC Highways and Highways England to discuss ongoing issues.  
Cllr D Stevenson will follow up with National Highways the 'Village Only' signage.  
Cllr R Pinner advised that the bridleway from Eltislely to Yelling on St Neots Road is completely overgrown. It is not being used at the present time due to the road being closed but need to consider the clearing of this when the road is reopened.
  - (viii) Cross Path  
CCC C Poulton will follow up with highways regarding the resurfacing, Cllr D Stevenson will share his correspondence with CCC C Poulton.
  - (ix) Drainage  
Clerk to check Drainage Officer's availability to arrange an inspection of the watercourses before the winter.
  - (x) East West Rail  
Archaeological digs are being carried out.

#### 47. Finance and Risk

47.1 To approve the accounts for payment for period from 9<sup>th</sup> July 2025 – 9<sup>th</sup> September 2025

Date	Payee Name	Cheque No.	Description	Net	VAT	Total
09/07/2025	Source for Business	2082	Water bill – standing charge	44.71	8.94	£53.65
29/07/2025	HMRC/ Clerk	2094/2095	Staff costs	£647.01		£647.01
29/07/2025	CAPALC	2100	Internal Audit	£232.60		£232.60
29/07/2025	Shropshire Manufacturing Company	2096	Duck house	£412.50	£82.50	£495.00
29/07/2025	NGF Play Ltd	2097	Swing seat, cradle seat, chains & cap	£213.38	£42.67	£256.05
29/07/2025	Bradgate Ltd	2099	Grass cutting	£480.00	£96.00	£576.00
30/07/2025	Cade Pavilion	2101	Room hire	£3.75		£3.75

30/07/2025	Richard Rodgers	2102	Website hosting fees	£93.59		£93.59
14/08/2025	IT Solutions	2103	Laptop & Microsoft Office 2021	£291.67	£58.33	£350.00
14/08/2025	HMRC/ Clerk	2104/2105	Staff costs	£663.11		£663.11
14/08/2025	Bradgate Ltd	2106	Grass cutting	£480.00	£96.00	£576.00
27/08/2025	NPower	DDR	Bus shelter electricity	£41.05	£2.05	£43.10
27/08/2025	Holywell-cum-Needingworth Parish Council	2107	Office Rent	£233.65		£233.65
04/09/2025	HTLA Property Services – Ian Fordham	2108	Tree works	£280.00		£280.00
			<b>TOTAL</b>	<b>£4117.02</b>	<b>£386.49</b>	<b>£4503.51</b>

**Resolved:** That payments totalling £4503.51 be approved (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr D Stevenson) All in favour.

47.2 To note the bank reconciliation as at 11<sup>th</sup> August 2025

**Noted**

47.3 To note the budget report dated 1<sup>st</sup> September 2025

**Noted**

47.4 To note the receipt of verge cutting contribution from CCC £1950.79

**Noted**

47.5 To note the receipt of S106 received from SCDC of £42,918.58 and agree transfer of £18394.19 to Village Institute deposit account, allocation of £14247.31 to Formal Sports Reserve, allocation of £6468.29 to the Cade Reserve (Community Space Reserve)

Clerk advised members that there was an error in the calculations for the amount required to be repaid to the Village Institute and provided the revised figures. The amount to be repaid to the Village Institute is £21,081.84.

**Resolved:** That the receipt of S106 received from SCDC of £42,918.58 is noted and £21,081.84 be transferred to Village Institute deposit account and allocation of £14247.31 be allocated to Formal Sports Reserve and £6468.29 be allocated to the Cade Reserve (Community Space Reserve), a total of £20715.60 be transferred to the deposit account be approved (Prop Cllr , 2<sup>nd</sup> Cllr ) All in favour.

47.6 To note the Local Government services pay agreement 2025/26 and resolve to adopt the increase as advised.

**Resolved:** That the Local Government services pay agreement 2025/26 is noted and the increase as advised be adopted. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr D Stevenson) All in favour.

47.7 To consider set up of new website and generic email account hosted on an authority-owned domain

Members considered the options for a new website and generic email accounts. Clerk advised members that the formal quote from Parish online has not yet been received however the verbal quote was £315 + VAT per year, with no fee to set up the website.

**Resolved:** That providing the formal quote from Parish Online is £315 + VAT per year or less that the Clerk progress with Parish Online to set up the new .gov.uk website and email accounts. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr S Ellis) All in favour.

47.8 To consider online banking arrangements

Clerk advised members that the Natwest bank account is eligible for the free version of Bankline that enables dual signatures for online payments if members agree to reduce the number of signatories on the account to four or less.

**Resolved:** That the number of signatories on the bank mandate be reduced to four – The Clerk, Cllr D Stevenson, Cllr S Ellis and Cllr R Pinner and the Clerk to apply for access to Bankline be approved. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr R Pinner) All in favour.

47.9 To consider and agree the wording for the grass cutting and Parish verges tender  
Members reviewed the wording for the grass cutting and Parish verges tender and agreed the following amendments:

Village Green:

- Remove 10 cuts per season replace with cuts to be 2-week intervals March – October
- Remove extra cuts may be requested by the Council or advised by the contractor replace with The Council may request no cuts during prolonged periods of dry weather.
- Remove strim around bollards and other obstructions.
- Add: bollards and other obstructions to the weed spray.

Verges:

- Verges monthly cuts add: ie ½ verges cut on each cut of the Green, all verges cut once a month.
- Add: Council will advise of areas of wildflowers not to be cut.

**Resolved:** That with the above amendments the wording for the grass cutting and Parish verges tender for 2026 – 2029 be approved and the Clerk go out for quotes. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr D Stevenson) All in favour.

47.10 To review insurance renewal documents and approve renewal

Clerk confirmed that Council is in the second year of a 3-year agreement.

**Resolved:** That the quote for £1435.34 be approved and invoice paid. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr D Stevenson) All in favour.

47.11 To agree Clerk's attendance at CAPALC Annual Conference, Friday 19<sup>th</sup> September 2025

**Resolved:** That the Clerk's attendance at CAPALC Annual Conference be approved. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr R Pinner)

47.12 To note the instruction of Surrey Hills Solicitors for the Deed of Easement for Manor Farm

**Noted**

47.13 To note email from Npower Business Solutions - Market-wide Half-Hourly Settlement (MHHS) is going live in September 2025

**Noted**

47.14 To consider and agree planning advice re the Cade rethatch

**Resolved:** That members consider the rethatch of the Cade to be Permitted Development as per advice received from the Planning Department. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr J Francis) All in favour.

47.15 To consider and agree actions regarding the Buildings Regulations Approval Advice for the Cade rethatch

Clerk advised members that the application for Buildings Regulations Approval has been submitted for the Cade and a fee of £390 + VAT will be payable.

#### **48. Policy**

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

- (i) Disciplinary Policy
- (ii) Grievance Policy
- (iii) FOI Publication Scheme
- (iv) Complaints Procedure
- (v) Management of Records Policy
- (vi) Biodiversity Policy and Action Plan

Members requested that the location of the pond be amended to Caxton End and Potton End in the Biodiversity Policy.

**Resolved:** That with the above amendment in the Biodiversity Policy the Disciplinary Policy, Grievance Policy, FOI Publication Scheme, Complaints Procedure, Management of Records Policy and Biodiversity Policy and Action Plan be adopted. (Prop Cllr D Stevenson, 2<sup>nd</sup> Cllr M Lines) All in favour.

#### 49. Planning.

49.1 To consider the following amendment to applications that have been **Received:**

- (i) Application ref: 25/02809/LBC

Listed building consent to replacement existing fenestration  
23 The Green Eltisley PE19 6TG

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

49.2 To note the following application that has been **Refused:**

- (i) Application ref: 25/02615/PIP

Application for permission in principle for development of 3 No. Custom/Self-Build dwellings  
Land Adj 84 Caxton End Eltisley Cambridgeshire PE19 6TG

**Noted**

49.3 To note the following application that has been **Approved:**

- (i) Application ref: 25/00966/HFUL

**Proposal:** 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.

**Amended description to read:** 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 and installation of flue to front roof slope.

81 The Green Eltisley Cambridgeshire PE19 6TG

**Noted**

- (ii) Application ref: 25/02621/HFUL

Part two storey and part single storey rear extensions and changes to the front canopy.

49 The Green Eltisley PE19 6TG

**Noted**

49.4 To note the following application for information only:

- (i) Application reference: 24/02919/CONDB

Submission of details required by condition 4 (Archaeology) of planning permission  
24/02919/FUL

Manor Farm Caxton End Eltisley Cambridgeshire PE19 6TJ

**Noted**

#### 50. Consultations

**To review and agree any comments on the following documents:**

- (i) Draft Greater Cambridge Supplementary Planning Documents consultation  
The consultation opened on 22<sup>nd</sup> August and closes on 17<sup>th</sup> October 2025  
Clerk will advise members of the in-person and online consultation events when they are available.

#### 51. Community Engagement

51.1 To consider projects for LHI Bid 2026/2027

**Resolved:** To arrange a meeting with CCC Highways to discuss traffic calming projects suitable for a LHI Bid and an application to be submitted following the meeting. (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr D Stevenson) All in favour.

51.2 To agree date and venue for 2025 Christmas Party

Agreed for the event to be held on 6<sup>th</sup> December 2025 at The Cade subject to availability. If not available an alternative date of 13<sup>th</sup> December to be checked. Clerk to check availability of the Cade on dates above, time: 1pm – 5pm. Further details will be finalised at the November meeting.

**52. Correspondence.**

To receive correspondence and agree any actions: -

- (i) To consider email from resident regarding football on the Green  
Members considered the comments raised by the resident but concluded that the Village Green is a public open space. The group have now been in contact with the Council and Council fully support the use of the Green for their recreational activity.
- (ii) To consider emails from residents regarding Cambridge Road A428 junction  
Members considered the emails for and against the reopening of the Cambridge Road A428 junction one way. At the open meeting in January a partial opening was not discussed only the reopening or leaving it closed. The suggestion of a partial reopening was suggested and put in place by Highways England as a trial and will be reviewed. Council continues to work with Highways England to make the area as safe as possible whilst construction continues. A further public meeting will be held to gauge residents' views.
- (iii) To note CCC newsletter - new highways asset management system – Aurora July & August 2025

**Noted**

- (iv) To note MP Briefing, Update on Devolution dated 23 July 2025 (updated 5 August 2025)

**Noted**

- (v) To note the Cambridgeshire and Peterborough Combined Authority monthly newsletter. August 2025

**Noted**

- (vi) To note and agree any comments to the introduction to SCDC Town & Parish Council Liaison Officer

**Resolved:** That the Clerk contact the SCDC Town & Parish Council liaison Officer to invite him to meet with representatives of the Council to discuss the issues the village faces (Prop Cllr R Pinner, 2<sup>nd</sup> Cllr D Stevenson) All in favour.

- (vii) To consider email request from Forward in Faith Church for use of play area on 13 September 2025

Members considered that it is helpful that the group have contacted the Parish Council to advise of the date they plan to hold their recreational football match to ensure there are no clashes with village events however the Green is a public space. They further commented that it may be useful for the group to contact the Chair of the Cade to consider the hire of the Cade for half time to have use of the facilities.

**53. Items to report.**

- Cllr D Stevenson advised he will have a change of circumstance at the end of September and will not be as available as he is now.
- The Clerk advised members of the launch of the Local Government Reorganisation – Phase 2 Public Engagement Survey.

Being no further business, the meeting closed at 9.31pm

Chairman

Date

*The next meeting of Eltisley Parish Council will be on Tuesday 11<sup>th</sup> November 2025 at 7.00pm in The Cade Pavilion, The Green, Eltisley. PE19 6TG*