

MINUTES OF A MEETING OF ELTISLEY PARISH COUNCIL HELD ON TUESDAY 11th NOVEMBER 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 B Bidgood
Cllr S Ellis
Cllr J Francis
Cllr M Welland

Mrs A Jackson (Parish Clerk)

IN ATTENDANCE:

3 members of public
CC Cllr C Poulton
SCD Cllr P Sandford

54. Apologies.

To receive and accept Apologies for Absence.

Cllr M Lines - personal
Cllr R Pinner – personal

55. 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 63.1 (i) Cllr M Welland – pecuniary - owner of the property

56. Minutes.

To confirm the Minutes of the Meeting held on 9th September 2025.

Resolved: That the minutes of the Meeting held on 9th September 2025 be signed as a true and correct record (Prop Cllr D Stevenson, 2nd Cllr S Ellis) All in favour.

57. Public Forum

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

A resident asked members to reconsider putting planings on the Eltisley – Caxton bridlepath due to the flora and fauna growing advising that planings are not horse or dog friendly. The resident asked members to consider alternative options for example cultivating/ raking the area and putting grass seed down.

Cllr J Francis commented that the bridlepath is impassable from December to March and planings was the only option offered by CCC, however if they CCC suggest an alternative option the Council could consider it.

58. District and County Councillor Reports

To receive verbal reports from district and county councillor.

SCD Cllr P Sandford reported:

- New Local Plan will be ready by 1st December when the consultation opens. There is nothing in the Local Plan that will impact Eltisley. Areas of note are North of Cambourne, new Town at Grange Farm, A11 near Abingdon, 4 big warehouse sites – 2 at the Bar Hill junction and 2 at Boxworth junction.
- Consultation is open on the proposal for a new reservoir at Chatteris.
- Food waste collections will start next year. Food caddies will be supplied to each household and will be collected once a week.
- 6 free trees are available until the end of November.
- New Monitoring Officer for CCC started in post on 10th November.

Cllr B Bidgood asked if CC Cllr C Poulton knew about the Lattenburys housing development near Hemingford and whether this is going ahead.

SCD Cllr P Sandford advised this development is in Huntingdonshire.

CC Cllr C Poulton reported:

- LGR – options need to be submitted to Government by the end of November. There were originally 3 options. CCC have voted for Option A South Cambs, East Cambs and Cambridge City as one unitary authority and Peterborough, Huntingdonshire and Fenland as a second unitary authority. South Cambs and Huntingdonshire will vote on their preferred option to submit to the Government. It is important to note that the Councils will not have a say on the final decision regarding the unitary authorities – the Government will ultimately decide.
- CCC continues to forecast an overspend for the current year, which is gradually reducing. The overspend reflects pressures facing the Council including Children Special Needs Care Plans, there are over 8000 this year which is a 70% increase over the last 6 years. Two special schools were due to be built in Cambridgeshire which would be helped with the pressure but these are no longer going ahead.
- LHI opening now until 16th January 2026.
- Aurora, Asset Management System is now live. Anyone is able to report highways faults through 'Report It' on CCC website.

Cllr S Ellis asked about the 20mph applications.

CC Cllr C Poulton said he would be happy to review the Parish Council's application.

59. Clerks Report

To receive written report

Meeting Dates: –

Full Council – Tuesday 13th January 2026

Items to report.

- Openreach have been in touch to advise that there is a pole which requires safety checks being carried out. The pole is on Parish Council land adjacent to 21 The Green, Eltisley.
The pole is currently covered in thick ivy so they will be instructing a tree cutting team to remove the ivy prior to the pole being checked.
- 14/10/25 – received invoice from SSE for streetlighting – on accounts for payment
- 16/10/25 – Grass cutting tender letters sent to Bradgate Ltd, Buchans & CMG Group with deadline for return of sealed tenders 31st December 2025
- 20/10/2025 – Instructed Parish Online to proceed with setting up the website
- Water bill received for The Green £548.51 –
- 6/10/25 Source 4 Business Escalation Team contacted Clerk – advised that engineer met Cllr Pinner (Jan 25) advised that leak is further up the line and would turn off the meter to prevent further loss (this information from his request to wholesaler for further info 10/7/25). Agent will raise a leak allowance on our behalf and contact when they get a response. Next stage would be an official complaint. The stop on the account will be automatically continued until a resolution is reached.
2/10/25 Clerk contacted advised that wholesalers would not check for leaks and have assumed that the leak is on supply pipe as the engineer disconnecting has not reported a leak on the meter. This is now being escalated
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 31st 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

Highways Faults updates (All faults have been closed):

Reference:659

Report Type: Roads and pavement surfaces

Report Subtype: Footway pothole/trip hazard

Location: Outside 44 St Neots Road Eltisley

Description: Deterioration of footpath / trip hazard

Reported on:28/05/2025

Cleared Date:31/10/2025

Clearance Reason: Not at intervention level

Reference:658

Report Type: Roads and pavement surfaces

Report Subtype: Footway pothole/trip hazard

Location:34 - 40 The Green Eltisley

Description: Deterioration and a significant hollow - trip hazard

Reported on:28/05/2025

Cleared Date:31/10/2025

Clearance Reason: Not at intervention level

Reference:657

Report Type: Roads and pavement surfaces

Report Subtype: Footway pothole/trip hazard

Location:17 - 21 The Green Eltisley

Description: General deterioration of path

Reported on:28/05/2025

Cleared Date:15/10/2025

Clearance Reason: Not at intervention level

Reference:655

Report Type: Roads and pavement surfaces

Report Subtype: Footway pothole/trip hazard

Location:Next to village pond Potton End, Eltisley

Description: Significant trip hazard

Reported on:28/05/2025

Cleared Date:15/10/2025

Clearance Reason: Passed to Utility Company

Reference:654

Report Type: Roads and pavement surfaces

Report Subtype: Footway pothole/trip hazard

Location: Rear of 9 Greenfields, Eltisley

Description: Hole next to cover - The hole is big enough for a child's foot to go into, and it's about four inches deep. Parents park and walk children to school along here.

Reported on:28/05/2025

Cleared Date:19/10/2025

Clearance Reason: Passed to Utility Company

Reference:653

Report Type: Roads and pavement surfaces

Report Subtype: Footway pothole/trip hazard

Location: In front of 15 Greenfields, Eltisley

Description: Trip hazard, at least an inch proud of the pavement

Reported on:28/05/2025

Cleared Date:31/10/2025

Clearance Reason: Passed to Utility Company

Reference:2560

Report Type: Roads and pavement surfaces

Report Subtype: Footway pothole/trip hazard

Location: See above

Description: Ref - 511527 - was reported as a Hole in footpath around meter cover -
Local resident has reported that the it has been completely covered in and there is now no access to meter - please can this be rectified asap.

Reported on:27/07/2025

Cleared Date:19/10/2025

Clearance Reason: Passed to Utility Company

60. Members reports

To receive verbal report and agree any actions

(i) Hastoe Housing

Hastoe Group have given permission to use the press release and photos for the Parish Council to produce a leaflet about the West Farm development for displaying on village noticeboards and for the village's history for prosperity.

Cllr D Stevenson commented that one of the shared ownership houses has sold but one remains for sale.

(ii) Parish Forum

Nothing to report

(iii) Village working party

Nothing to report

(iv) Parish plan survey

Members reviewed the questionnaire and requested that it is sent out January 2026.

(v) Speedwatch

Stopped for winter. Members commented there have been several cars speeding through the village today.

(vi) Play area/RoSPA report

Cllr J Francis confirmed she is regularly checking the play equipment. There is exposed concrete around the green slide which needs to be assessed as the rubber matting has worn away. All other items raised in the RoSPA report have been actioned.

(vii) A428

Highways have put up 'Local Traffic Only' signs up at each entrance to the village. The A428 works are on target to complete on time.

(viii) Cross Path

Members suggested that a LHI bid could be submitted for either the resurfacing of Cross Path or for the installation of 2 streetlights.

(ix) Drainage

The drainage team have conducted a visual inspection of gullies and ditches and confirm there is no immediate action necessary. The team will continue to monitor the watercourse moving forward to ensure prompt action if necessary. One kerb outlet near the pond is obstructed by overgrown weeds – a maintenance has been raised to deal with this asap.

(x) East West Rail

Nothing to report

61. Finance and Risk

61.1 To approve the accounts for payment for period from 10th September 2025 – 11th November 2025

Date	Payee Name	Cheque No.	Description	Net	VAT	Total
10/09/2025	HMRC/ Clerk	2109/2110	Staff costs	£663.71		£663.71
25/09/2025	Cade Pavilion	2115	Room hire 13/12/25	£30.00		£30.00
25/09/2025	Cade Pavilion	2116	Peace tree lights	£250.00		£250.00
26/09/2025	Bradgate	2112	Grass cutting	£480.00	£96.00	£576.00
26/09/2025	PKF Littlejohn	2113	External Audit	£210.00	£42.00	£252.00
29/09/2025	A J Gallagher	2114	Insurance	£1485.34		£1485.34
08/10/2025	SSE Energy Solutions	DDR	Streetlight electricity	£137.96	£6.90	£144.86
16/10/2025	Bradgate	2117	Grass cutting	£480.00	£96.00	£576.00
16/10/2025	HMRC/ Clerk	2118/2119	Staff costs	£800.39		£800.39
22/10/2025	Cambridge City Council	2111	Building Regulations for Cade	£390.00	£78.00	£468.00
22/10/2025	SSE Energy Solutions	DDR	Streetlight electricity	£22.51	£1.13	£23.64
22/10/2025	SSE Energy Solutions	DDR	Streetlight electricity	£21.79	£1.09	£22.88
			TOTAL	£4971.70	£321.12	£5292.82

Resolved: That payments totalling £5292.82 be approved (Prop Cllr D Stevenson, 2nd Cllr S Ellis) All in favour.

61.2 To note the bank reconciliation as at 10th October 2025

Noted

61.3 To note the budget report dated 3rd November 2025

Noted

61.4 To note the conclusion of audit 2024/25

Noted

61.5 To consider request for payment of the Cade building insurance premium for 2025/26

Resolved: That the request for payment of the Cade building insurance premium for 2025/26 totalling £1223.22 be approved. (Prop Cllr D Stevenson, 2nd Cllr B Bidgood) All in favour.

61.6 To confirm arrangements for Christmas Party 13th December 2025

Cade booked for 13th December 2025, party 2pm – 4pm, currently not the same date as the light switch on.

Councillors to arrive 1pm to set up the room. Cllr D Stevenson has table cloths etc which can be used.

Cllr J Francis – quiz

Cllr D Stevenson – crisps and nuts, to submit an invoice after the event & to liaise with the Cade

Cllr B Bidgood – mince pies, to submit invoice after event

Cllr Ellis – mulled wine, to submit an invoice after the event & music

Councillors to provide a raffle prize

Clerk gave invitations to Cllr D Stevenson for distribution.

Resolved: That drinks are provided by the Cade and Council to settle invoice after the event. (Prop Cllr S Ellis, 2nd Cllr J Francis) All in favour.

Christmas eve – Carols around the Peace Tree. Cllr S Ellis to co-ordinate the event.

61.7 To note VAT update from Progeny Asset Management Managed Portfolio Services dated 31st October 2025

Noted

61.8 To consider an application to the final round of Legacy Funding
Members considered projects for the Legacy Funding. Cllr M Welland will contact an environmental company linked to his college for advice regarding the restoration of the Eltisley - Caxton bridlepath.

Cllr B Bidgood suggested that some of the benches around the village need to be restored/ replaced.

Resolved: That an application is submitted to the Community Fund for the replacement of benches around the village and an application is submitted to the Social Value Fund for work to the bridleway. (Prop Cllr B Bidgood, 2nd Cllr J Francis) All in favour.

62. Policy

To review and adopt the following policy documents.

- (i) Environmental Policy
- (ii) Training and Development Policy

Resolved: That the Environmental Policy and Training and Development Policy are adopted. (Prop Cllr D Stevenson, 2nd Cllr M Welland) All in favour.

Cllr M Welland advised members that his neighbour has been fully consulted regarding the felling of the Leyland Cypress.

Cllr M Welland left the meeting at 8.15pm

63. Planning.

63.1 To consider the following applications that have been **Received:**

- (i) Application ref: 25/1187/TTCA
G1, row of 16 Leyland Cypress (*cupressus leylandii*). Fell to ground level.
23 The Green Eltisley Cambridgeshire PE19 6TG
The Clerk read an email from the neighbour in support of the removal of the Leyland Cypress.
Members asked the Clerk to make comment to ensure that all neighbours affected by the removal of the trees are involved in the discussion.

Cllr M Welland returned to the meeting at 8.19pm

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

- (i) Application ref: 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
Refuse to Discharge Condition

Noted

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

- (i) Application ref: 25/02809/LBC
Listed building consent to replacement existing fenestration.
23 The Green Eltisley PE19 6TG

Noted

63.4 To note the following application for information only:

- (i) Application reference: S/3182/19/CONDH
Submission of details required by condition 19 (verification report) of planning permission S/3182/19/FL
Site Adjacent Pond at Potton End St Neots Eltisley PE19 6TH

Noted

64. Consultations

To review and agree any comments on the following documents:

- (i) Consultation - Proposed Amendments to Street Trading Policy Autumn 2025
Members made no comments on the consultation.

65. Community Engagement

65.1 To receive an update on the Emergency Plan

Resolved: That letters are sent out to residents who have been identified as having skills to request their consent for their data to be included on the Emergency Plan.
(Prop Cllr D Stevenson, 2nd Cllr B Bidgood) All in favour.

65.2 To consider projects for LHI Bid 2026/2027 opening Monday 10th November 2025
See item 60 (viii)

66. Correspondence.

To receive correspondence and agree any actions: -

- (i) To consider email from resident regarding speeding and near miss along the Green
Resolved: That the Clerk write to the resident thanking them for their email and advise that the Council are pursuing traffic calming options with CCC. (Prop Cllr S Ellis, 2nd Cllr D Stevenson) All in favour
- (ii) To consider letter from resident regarding the proposed planings on the Caxton End bridlepath
Resolved: That alternative options will be sought from CCC. (Prop Cllr J Francis, 2nd Cllr D Steveson) All in favour
- (iii) To note the bus update from Public Transport Services, Cambridgeshire & Peterborough Combined Authority
Add ' Parish Council are exploring the possibility of establishing a bus route through Eltisley, if this was available would you use it?' to the Parish Plan survey.
Noted
- (iv) To note the outcome of the 2025/26 financial year 20mph funding Initiative application process and agree any actions
Noted
- (v) To note the update from Cambridgeshire County Council: Local Government Reorganisation (LGR) – Phase 2 Engagement Headline Results Analysis.
Noted
- (vi) To note the update from Cambridgeshire County Council: Local Government Reorganisation – “Option A” to proceed to Government.
Noted

67. Items to report.

- Cllr M Welland asked about progress on the mobile phone mast. Cllr D Stevenson advised that the allotment site could be used but was not Atlas Tower's preferred site. He will follow up on this. Cllr B Bidgood commented that residents need to complain to their operators to highlight the coverage issue in Eltisley.
- The Clerk advised members that a request to hold the Boxing Day meet had been received.
Members asked the Clerk to ask for their updated plans for Boxing Day and advise that cars are not allowed to drive on the Green.
Resolved: That the request to hold Boxing Day meet be approved. (Prop Cllr J Francis, 2nd Cllr S Ellis) 4 in favour, 1 abstention.
- The Clerk advised that the grant application to Improving the High Street grant has been successful for £20,000 for the Cade thatch.
- Streetlights on Caxton End are obscured by trees rendering them ineffective.

68. To resolve to close the meeting to members of the public due to confidential nature of items to be discussed.

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 8.50pm

69. To receive an update and agree actions regarding Manor Farm

MEETING REOPENED 8.59pm

Being no further business, the meeting closed at 9.00pm

Chairman

Date

The next meeting of Eltisley Parish Council will be on Tuesday 13th January 2026 at 7.00pm in The Cade Pavilion, The Green, Eltisley. PE19 6TG

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