

MINUTES OF A MEETING OF ELTISLEY PARISH COUNCIL HELD ON TUESDAY 13th JANUARY 2026 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 R Pinner
Cllr M Welland

Mrs A Jackson (Parish Clerk)

IN ATTENDANCE:

No members of public
CC Cllr C Poulton
SCD Cllr P Sandford
Mr J Bullimore, SCDC Town & Parish Liaison Officer

70. Apologies.

To receive and accept Apologies for Absence.

Cllr B Bidgood - personal

71. 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

72. Minutes.

To confirm the Minutes of the Meeting held on 11th November 2025.

The confidential minutes of the meeting held on 11th November 2025 will be deferred to the March meeting.

Resolved: That the minutes of the Meeting held on 11th November 2025 be signed as a true and correct record (Prop Cllr J Francis, 2nd Cllr D Stevenson) All in favour.

73. Public Forum

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

Mr Bullimore introduced himself to members and advised that his role is to offer assistance to Town & Parish Councils. If members require any information or are struggling to contact the relevant officer he can help. He will share his contact details with the Clerk for distribution to Councillors.

74. District and County Councillor Reports

To receive verbal reports from district and county councillor.

SCD Cllr P Sandford reported:

- The Government have consulted with District and County Councils who have elections in 2026 and are undergoing Local Government Reorganisation. SCDC have voted to go ahead with the election in 2026 to remain transparent and democratic.
- Draft Local Plan is out for consultation until 30 January 2026. Cambourne is the closest site to Eltisley under consideration.
- Local Government Reorganisation – Option B submitted to Government.

Cllr D Stevenson queried why the Tax Base for Eltisley has reduced when there have been new houses in the village.

SCD Cllr P Sandford will investigate and feedback.

Cllr S Ellis asked when the food caddies will be distributed in Eltisley.

SCD Cllr P Sandford advised that villages are in the third phase and expected to be delivered late spring/ early summer.

Cllr D Stevenson further queried the operating times for refuse collections and thought this couldn't be collected until after 6.30am. Tuesday 13th January a commercial bin lorry was emptying recycling before 6.15am.

SCD Cllr P Sandford commented this timing was anti-social and will check into it.

CC Cllr C Poulton reported:

- Highways – there are lots of potholes. However, the new Aurora system is working extremely well, as soon as a pothole is reported this goes straight to the Officer and repairs can be scheduled quickly. Currently they are a bit behind because of the weather. The budget will be increased next year.
- LHI Bid closes on Friday 16th January 2026. If Council put in an application in for Cross Path he will fully support the application.
- 20mph scheme opens on 26th January 2026 and offers his full support.
- Meeting with Highways Officer and Councillors yesterday was very positive.

Cllr R Pinner queried whether there will be an increase in the resurfacing budget as this was cut to allow for more funding to the pothole budget.

CC Cllr C Poulton commented that CCC are working hard to allocate additional funds for highways and they are aware that the quality of the repair is very relevant. A capital project program will be released soon which will include some projects in Eltisley.

75. Clerks Report

To receive written report

Meeting Dates: –

Full Council – Tuesday 10th March 2026

Items to report.

- Elections May 2026
Notice of Election will be published on Monday 30 March 2026
Deadline for submission of nomination forms is 4pm on Thursday 9 April 2026
To download a nomination form: [The nomination form | Electoral Commission](#)
All nomination papers must be delivered by hand to the Elections department at South Cambridgeshire District Council.
Polling day is 7am – 10pm Thursday 7 May 2026
- December 2025 – Clerk completed CAPALC Nimble e-learning training courses - Data Protection Essentials, Health & Safety Essentials and Manual Handling Essentials.
- 5/12/2025 – Clerk attended SLCC branch meeting Speaker – Peninsula covering Health & Safety and Employment Law. The Employment Rights Bill will be bringing in changes 2026, 2027 & 2028. CAPALC reported that their new website should be up and running January 2026 – will have a members area, can book training & pay online, advice centre where the Clerk or Chairman can create a ticket to obtain advice. New staff have been appointed to CAPALC.
- Assertion 10 webinar – as a minimum Clerk to have .gov.uk or .org.uk email address & Councillors must not be using personal email addresses. Website accessibility to WCAG 2.2 AA. Conduct regular data audits to identify what personal data is held, how it is used, processed and stored. Implement a Data Protection policy for data handling, storage & sharing data. Provide regular training to staff and Councillors. Secure data.
- Manor Farm – emailed re work on entrance. Deed of Easement in process.
- WEBSITE/ EMAIL
27/11/2025 – Email passwords sent to all Councillors for .gov.uk emails – Councillors need to have these set up by the end of January 2026 as all communication will be sent from & to .gov.uk emails.
11/11/2025 – New website live. Additional information to add to the website
20/10/2025 – Instructed Parish Online to proceed with setting up the website
- BANKLINE – Clerk, Cllr D Stevenson & Cllr S Ellis set up on Bankline. Will set up Cllr R Pinner when .gov.uk Cllr email is set up.
- 9/12/25 – submitted Cross Path resurfacing for Highways Capital Maintenance Program for consideration
- Water bill received for The Green £548.51 – Still awaiting response re leak allowance.

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.

Cllr R Pinner advised that he had not met with the engineer in Jan 2025 and had not been told where the leak was. He did receive a call and told the engineer the location but did not attend on site.

76. Members reports

To receive verbal report and agree any actions

(i) Hastoe Housing

Cllr D Stevenson advised that the final shared equity has been sold. Cllr R Pinner queried who is responsible for the communal areas and requested the Clerk to follow this up with Hastoe Housing.

(ii) Parish Forum

Nothing to report

(iii) Village working party

Work identified:

- cut back overgrowth on a section of Caxton drift
- Brook and grill through Pocket Park, Potton End and pond near Manor Farm – need regular clearing.
- Bus shelter is a mess – overgrown elder behind bus shelter needs to be removed, pyracanthas needs to be cut back.
- Allotment 1 needs to be strimmed and cleared.
- Pocket Park have a lot of branches that need to be removed prior to Cllr R Pinner resuming mowing in March.

Cllr D Stevenson will check with HTLA Property as to their availability.

(iv) Parish plan survey

Leaflets given to members for distribution.

(v) Speedwatch

See item 83.1

Cllr D Stevenson advised members that the broken part for the new MVAS will be delivered on Friday.

(vi) Play area/RoSPA report

Cllr J Francis advised that an area of exposed concrete needs to be covered and there is a slat loose on one of the benches – work to be included for HTLA Property to action.

Resolved: That the advice from RoSPA to install a 'no kite flying' sign, identified as low risk is considered not necessary by Council. This will be reviewed as and when required. (Prop Cllr J Francis, 2nd Cllr R Pinner) All in favour.

(vii) A428

An open meeting will be held on 27th January 2026 to discuss the entrance/ exit to the village at Cambridge Road. Cllr D Stevenson will invite Highways to attend the meeting and check the lead time for reopening the junction should this be the preferred option.

A ballot form will be distributed to every house and collected a couple of days later.

(viii) Cross Path

The Highways Officer advised that the potholes on Cross Path need to be reported on the Aurora system.

Suggestion made by the Highways Officer was to reduce the width to a one-way single-track road this would enable parking bays to be installed and kerbing along

the edge of the Green to stop ingress onto the Green. Highways would design, plan and cost the project. Would need to consult to change the road.

(ix) Drainage

Watercourse Grant submitted 12th January 2026.

(x) East West Rail

See item 82.2

77. Finance and Risk

77.1 To approve the accounts for payment for period from 12th November 2025 – 13th January 2026

Date	Payee Name	Cheque No.	Description	Net	VAT	Total
17/11/2025	Surrey Hills Solicitors	2120	Legal fees	£1202.00		£1202.00
17/11/2025	Bradgate	2121	Grass cutting	£520.00	£104.00	£624.00
17/11/2025	HMRC/ Clerk	2122/2123	Staff costs	£669.44		£669.44
17/11/2025	SSE Energy Solutions	DDR	Streetlight electricity	£22.51	£1.13	£23.64
17/11/2025	Local Authority Technology CIC	2124	Website, emails & additional domain	£240.00	£48.00	£288.00
08/12/2025	Cade Pavilion	2125	Cade Insurance	£1223.22		£1223.22
17/12/2025	SSE Energy Solutions	DDR	Streetlight electricity	£21.79	£1.09	£22.88
17/12/2025	HMRC/ Clerk	Online Transfer	Staff costs	£680.24		£680.24
17/12/2025	Cade Pavilion	Online Transfer	Room Hire	£22.50		£22.50
17/12/2025	ICO	DDR	Data Protection fee	£47.00		£47.00
			TOTAL	£4648.70	£154.22	£4802.92

Resolved: That payments totalling £4802.92 be approved (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour.

77.2 To note the bank reconciliation as at 28th November 2025

Noted

77.3 To note the budget report dated 7th January 2026

Noted

77.4 To approve the payment of invoices by BACS

Resolved: That the payment of invoices by BACS be approved (Prop Cllr D Stevenson, 2nd Cllr S Ellis) All in favour.

77.5 To consider upgrade to Antivirus protection for Eltisley PC laptop

Resolved: That the upgrade to Antivirus protection for Eltisley PC laptop be approved. (Prop Cllr D Stevenson, 2nd Cllr M Welland) All in favour.

77.6 To approve the increase in office rent to £970.09 p.a for year commencing 1/4/26

Resolved: That the increase in office rent to £970.09 p.a. for year commencing 1/4/26 be approved. (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour.

77.7 To approve contribution of £101.27 to Scribe annual subscription

Resolved: That the contribution of £101.27 to Scribe annual subscription be approved (Prop Cllr D Stevenson, 2nd Cllr R Pinner) All in favour.

77.8 To consider date for Annual Parish Meeting May 2026 and note Parish Council meeting dates for 2026/27

Resolved: That the Annual Parish Meeting be set for 26th May 2026 and Parish Council meeting dates for 2026/27 are noted. (Prop Cllr D Stevenson, 2nd Cllr J Francis) All in favour.

77.9 To consider Clerks attendance to Practitioners Conference on Wednesday 28th January 2026

Resolved: That the Clerks attendance to Practitioners Conference on Wednesday 28th January 2026 and to vire £250 from Contingency budget to the Training budget be approved. (Prop Cllr D Stevenson, 2nd Cllr J Francis) All in favour.

77.10 To consider the offer of a commemorative blossom tree and plaque to honour community volunteers and remember those affected by the Covid-19 pandemic.

Resolved: That the application for a commemorative blossom tree and plaque to honour community volunteers and remember those affected by the Covid-19 pandemic be approved (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour.

Resolved: To purchase a replacement plum tree for the allotment. (Prop Cllr R Pinner, 2nd D Stevenson) All in favour.

77.11 To review the Risk Assessment & Asset Register

Resolved: That the Risk Assessment and the Asset Register be approved. (Prop Cllr J Francis, 2nd Cllr D Stevenson) All in favour

77.12 To consider the renewal of Cambs ACRE membership for 2025 at cost of £74.50 It was noted that the renewal was for 2026 not 2025.

Resolved: That the renewal of Cambs ACRE membership for 2026 at cost of £74.50 be approved. (Prop Cllr D Stevenson, 2nd Cllr M Welland) All in favour

77.13 To note request from Building Inspector for additional information for full plans application 25/03085/FP The Cade Pavilion and to consider quote from Cobb Thatching for fire resistance boarding for the Cade roof

The Clerk advised members a quote for the scaffolding had also been received at a cost of £2000+VAT.

Resolved: That the quote from Cobb Thatching at a cost of £5650 + VAT for the fire resistance boarding be accepted and the Clerk to write to the Cade Management Committee asking them to consider contributing to this unexpected addition. (Prop Cllr D Stevenson, 2nd Cllr R Pinner) All in favour

77.14 To note change of fee for Progeny Asset Management Managed Portfolio Services
Noted

77.15 To appoint an internal auditor for financial year ending 31st March 2026

Resolved: That CAPALC be appointed as internal auditor for financial year ending 31st March 2026. (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour.

77.16 To consider replacement flag for use on the village flagpole

Cllr R Pinner will obtain a quote for a replacement flag and report back to Council.

77.17 To note indicative cost of scheme for installing 2 lampposts and consider Councils contribution to LHI bid

Resolved: That the indicative cost of scheme for installing 2 lampposts is noted and Councils contribution to LHI Bid be set at £1200 (10% of expected cost). (Prop Cllr R Pinner, 2nd Cllr J Francis) All in favour.

77.18 To approve signing of Grant funding agreement: Allocation of the Improving the High Street Scheme to – Eltisley Parish Council for rethatching of the Cade Pavilion

Resolved: That the signing of Grant funding agreement: Allocation of the improving the High Street Scheme to – Eltisley Parish Council for rethatching of the Cade Pavilion be approved. (Prop Cllr D Stevenson, 2nd Cllr R Pinner) All in favour.

78. Tender

(i) To consider quotes for the grass cutting tender to include Parish Council verges Clerk confirmed that 3 requests had been sent out but only one reply received.

Resolved: That the quote from Bradgate Ground Maintenance Ltd be accepted stating weed spraying will only be expected to be actioned twice over the season and that if the grass is not growing PC can request for it not to be cut. (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour.

79. Precept

79.1. Receipts and Payments Account

To note the statement of receipts and payments as at 28 November 2025

Noted

79.2 .Budgets

- (i) To review the budgets for 2025/26
Clerk explained the budget as presented and assumptions for spending December 2025 – March 2026.
- (ii) To set the budgets for 2026/27
A discussion took place including the reduction in the tax base and its impact on the % increase.
Members requested that £500 for the Peace Tree is removed and £500 added to the Grass cutting line.
Resolved: That requests received for donations are considered at the next EVGT meeting. (Prop Cllr R Pinner, 2nd Cllr S Ellis) All in favour.
Resolved: That with the above amendment the budget for 2026/27 be approved. Attached as Appendix A. (Prop Cllr R Pinner, 2nd Cllr S Ellis) All in favour.

79.3. Precept

To agree the Precept figure for 2026/27

Resolved: That the precept be set at £26356. (Prop Cllr J Francis, 2nd Cllr S Ellis) All in favour.

80. Planning

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

- (i) Application ref: 25/04448/S73

Proposal: S73 to vary condition 11 (Repairs) of permission 24/02919/FUL and condition 2 (approved plans) of listed building consent 24/02738/LBC to amend the Builders report, and discharge condition 15 (pile foundations) pursuant to permission 24/02919/FUL.

Manor Farm Caxton End Eltisley

Resolved: That the application be supported. (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour.

81. Policy

To review and adopt the following policy documents.

- (i) Data Audit
- (ii) IT Policy
- (iii) Accessibility Statement
- (iv) Privacy Notice
- (v) Financial Regulations
- (vi) Investment Policy

Resolved: That with the amendment to the Financial Regulations 6.5 to all payments will be by cheque or online transfer & 7.1 a minimum of 3 Councillors the Data Audit, IT Policy, Accessibility Statement, Privacy Notice, Financial Regulations and Investment Policy be adopted. (Prop Cllr R Pinner, 2nd Cllr D Stevenson) All in favour.

82. Consultation

82.1 CCC RECAP Resource and Waste Strategy and RECAP Design Guide Consultation
No comments

82.2 To note East West Rail You said, we did Autumn update 2025 & Consultation Feedback Summary 2024

Noted

83. Community Engagement

83.1 To consider Speedwatch end of season 2025 report

Cllr S Ellis commented that it was disappointing there were not more volunteers.

Cllr R Pinner observed that it is still a valuable resource once a month. He has suggested to the organiser to investigate the availability of a speed camera gun to reduce the time required to set up the speedwatch sessions.

84. Correspondence.

To receive correspondence and agree any actions: -

- (i) To note weekly food collections coming soon to South Cambridgeshire

Noted

- (ii) To consider invitation to Cambridge Growth Company Presentation and agree attendance
No volunteers.
- (iii) To note Ministry of Housing, Communities and Local Government (MHCLG) announcement on local elections May 2026 in LGR areas

Noted

- (iv) To note the launch of CAPALC new website.
Clerk advised the launch has been deferred to Wednesday 14th January 2026

Noted

85. Items to report.

- The Clerk reported:
 1. That she has notified the webmaster of the Village website that the new Parish Council website is live and thanked him for the support with the website over the years. He has confirmed that the Village website will be removed later this year.
 2. The Draft Local Plan is out for consultation until 30 January 2026. There are no sites being considered for Eltisley. The nearest site is Cambourne. Members are able to comment individually if they wish to.
- Cllr R Pinner reported:
 1. That the Christmas party had fewer attendees this year, potentially due to the change of date. Cllr D Stevenson advised that 5th December 2026 has been booked.
 2. Suggested that £25 is paid to the Cade as a contribution for the electricity for the Peace Tree lights and asked the Clerk to check what was paid last year.
 3. Suggested that the S106 funds for the Formal Sports (and the Green boundary and bollards) could potentially be allocated to the Cross Path/ The Green boundary project.
 4. Requested that the Members Report - Village working party be changed to Village maintenance.
- Cllr D Stevenson reported that the owner of the preferred site for the telephone mast has not responded and has therefore suggested that the Allotment site is progressed with.
- Cllr J Francis asked for a review of the Boxing Day meet be added to the next agenda.

86. 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 R Pinner, 2nd Cllr J Francis) All in favour.

MEETING CLOSED 9.25pm

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

MEETING REOPENED 9.30pm

Being no further business, the meeting closed at 9.31pm

Chairman

Date

The next meeting of Eltisley Parish Council will be on Tuesday 10th March 2026 at 7.00pm in The Cade Pavilion, The Green, Eltisley. PE19 6TG

APPENDIX A

ROUTINE EXPENDITURE	Actual 2024/25	Budget 2025/26	2025/26 1/4/25-28/11/25	ESTIMATED 29/11/25-31/3/26	TOTAL 25-26	Budget 2026/27
salaries	5981	5947	4166	2060	6226	6500
Bus shelter	36	40	41	0	41	40
Street lighting	405	430	205	113	318	430
HMRC	1412	1700	1237	619	1856	1900
Needingworth PC - Office rent	906	940	701	234	935	980
Room Hire	199	250	162	75	237	250
Subs & subscriptions	660	720	465	200	665	720
Training	0	750	675	325	1000	750
Audit	295	500	444	0	444	500
Insurance	1497	1600	1485	0	1485	1600
Contingency	1011	3000	1252	750	2002	2500
Peace tree lights	0	250	750	0	750	0
Tree survey/work	3795	750	280	0	280	500
Cade Pavilion	1212	5300	5430	37623	43053	2250
Election costs	3000	0	0	0	0	3000
Asset maintenance	0	200	0	0	0	500
Devolved functions from County council	0	0	0	500	500	500
Green Water	91	110	44	0	44	0
EVGT	0	0	0	0	0	0
Website Fees	113	120	334	0	334	340
Swing/play area/Outdoor Gym	417	1000	329	671	1000	500
Grass cutting	6400	6500	4720	1520	6240	10500
SCDC Grants	0	0	523	0	523	0
Laptop	0	0	292	0	292	
Total	27430	30107	23535	44690	68225	34260

Estimated Income						
Interest received	581		425	100	525	500
Grants/SI06	110		43554	20000	63554	0
Institute sale proceeds	0		0	0	0	0
VAT	1681		661	1500	2161	1000
reclaimed expenses from EVGT	6600		0	2300	2300	2300
from allocated reserves	0		0	18123	18123	0
SCDC-Verge cutting	1906		1951	0	1951	2010
Cade Pavilion			5040	0	5040	
contingency	57		0	1202	1202	0
Total	10935		51631	43225	94856	5810
Total Budget expenditure						34260
Add general reserve						17700
Long term investment						100000
Total funds required						151960
Less						
Parish Council funds b/f						80136
village institute						39658
From estimated income						5810
Precept required	25015				25676	26356