

MINUTES OF A MEETING OF ELTISLEY PARISH COUNCIL HELD ON TUESDAY 26th MAY 2026 at THE CADE at 7.15pm

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

PRESENT:

Cllr R Pinner (Chairman)
Cllr J Franics
Cllr M Lines
Cllr M Welland

Mrs A Jackson (Parish Clerk)

IN ATTENDANCE:

One member of public
CC Cllr C Poulton
SCD Cllr P Sandford

In the absence of the Chairman and Vice Chair Cllr R Pinner was elected to preside the meeting.
(Prop Cllr M Lines, 2nd Cllr J Francis) All in favour.

1. Election of Chairman

1.1 To elect a Chairman for 2026/27

Resolved: That Cllr R Pinner be elected as Chairman (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour.

1.2 To receive Chairman's Declaration of Acceptance of Office

Cllr R Pinner having been duly elected signed the declaration of acceptance of office which was witnessed by the Clerk

2. Apologies.

To receive and accept Apologies for Absence.

Cllr S Ellis - personal

3. Declaration of Acceptance of Office

To approve signing of Acceptance of Office of absent Councillors on or before 14th July 2026

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

Resolved: That the signing of Acceptance of Office by Cllr S Ellis on or before 14th July 2026 be approved. (Prop Cllr M Lines, 2nd Cllr M Welland) 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.

Item 11 (x) and 17.1 - Cllr M Lines – Pecuniary – Land owner

5. Minutes.

To confirm the Minutes of the Meeting held on 10th March 2026.

Resolved: That the minutes of the Meeting held on 10th March 2026 be signed as a true and correct record (Prop Cllr M Welland, 2nd Cllr M Lines) All in favour.

6. Public Forum

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

None

7. Election of Vice Chairman.

7.1 To elect a Vice Chairman for 2026/27

Deferred to the 14th July 2026 meeting.

7.2 To receive Vice Chairman's Declaration of Acceptance of Office

Deferred to the 14th July 2026 meeting.

8. Parish Council Representatives on Outside Bodies.

8.1 To nominate Parish Council Representatives to outside bodies for 2026/27

The following responsibilities to be deferred to 14th July 2026 meeting:

- The Cade Management Committee – enquire as to commitment for the committee.
- A428

See appendix A

Clerk to email out new list to Councillors

9. District and County Councillor Reports

To receive verbal reports from district and county councillor.

SCD Cllr P Sandford advised members that there is a delay in obtaining property valuations for the Hastoe Homes due to HMRC being backlogged. This could take up to a year to receive valuations. Once the houses are valued and Council Tax is collected the Parish Council element will be paid.

Cllr M Lines commented that the junction at the top of Waresley Road needs to be cut due to obscuring the view of motorists.

CC Cllr C Poulton advised this is best to be reported on the 'Report It' tool.

10. Clerks Report

To receive written report and meeting dates for 2026/27

Meeting Dates: –

Full Council – Tuesday 14th July 2026 (please note the Cade is not available on 14th July or 8th September 2026 – have contacted the school, awaiting response)

Items to report.

- Following the uncontested elections, all Councillors are to sign their declaration of acceptance of office prior to the start of the meeting on 26th May 2026. As advised by the Elections Team, all Councillors must complete their Disclosure of Pecuniary Interests on taking office before the end of 28 days beginning with the day on which they became a member in accordance with the Localism Act 2011, s30 (1).
Nil return must be completed and returned to the Returning Officer by 4th June 2026
- Cade rethatch – work started 17/2/26 – work completed 14/3/26 & certificate of works received
- Water bill received for The Green £548.51 –
Response received 11/3/26 advising wholesaler is saying leak was on our supply & our responsibility to fix – no allowances are given for a leak on customer supply.
This would make to balance payable, the current balance is £548.83 please call us if you would like to set up a payment plan.
We will review the information we hold regarding this but it is unlikely that an allowance will be granted, we will contact you with an update.
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 did not meet engineer just advised location of the leak but did not attend on site.

Meeting dates attached as Appendix B

11. Members reports

To receive verbal report and agree any actions

- Hastoe Housing
Nothing to report

- Parish Forum

Cllr R Pinner attended a Police Forum in Cambourne, there were 22 presenters and 19 members of the public present. He did make contact with the Speed Watch co-ordinator.

- Village maintenance

Cllr R Pinner will attempt to organise a working party to trim overhanging branches within the village. If a working party does not take place this may be a job for HTL Property Services. He further commented that the paths in Pocket Park have not been dressed with wood chip, the contractor who used to supply the wood chip free of charge has now retired. Cllr M Lines will check with a contact he has and report back.

(iv) Parish plan survey

Report deferred to 14th July 2026.

(v) Speedwatch

The new MVAS on St Neots Road seems to be working well as does speed watch with an estimate of approx. 5% of offenders.

It was suggested that Speed watch volunteers should organise a meeting with the speed watch co-ordinator and invite Parish Councillors to the meeting with a view to investigate the new equipment available for speed watch teams.

(vi) Play area/RoSPA report

Cllr J Francis is carrying out inspections regularly, once a month or fortnightly, and is sharing the reports with the Clerk. There are a couple of items that could be given to HTL Property Services to action – loose slat on the bench and exposed concrete at the base of the ladder.

(vii) A428

Cllr R Pinner suggested arranging a meeting with Highways to discuss traffic calming measures for the village.

CC Cllr C Poulton commented that once the A428 is complete and the road is under Highways they will then be able to discuss traffic calming measures.

Members requested the Clerk to write to the MP regarding the Legacy Funding and that all applications from Eltisley were declined despite the impact of the work to the parish.

(viii) Cross Path

Results of the survey are attached as Appendix C. This consultation will be used to support the LHI Bid that has been submitted for 2 streetlights on Cross Path.

(ix) Drainage

Watercourse Grant has been successfully obtained to desilt the ditches. There is still an issue where the water leaves Parish Council land onto Topham's land. Letters have been sent to G W Topham to request that the ditch be cleared, no response received.

CC Cllr C Poulton will follow up with the Drainage Officer.

Environment Survey open until 29 May 2026 – Councillors to complete.

(x) East West Rail

Nothing to report.

12. Finance and Risk

12.1 To approve the accounts for payment for period from 11th March 2026 – 26th May 2026

Date	Payee Name	Cheque No.	Description	Net	VAT	Total
12/03/2026	SSE Energy Solutions	Online Transfer	Streetlight electricity	£20.33	£1.02	£21.35
24/03/2026	Cobb Thatching Ltd	Online Transfer	Cade re thatch – final payment	£17575.00	£3,515.00	£21090.00
24/03/2026	HMRC/ Clerk	Online Transfer	Staff costs	£680.24		£680.24
07/04/2026	CAPALC	Online Transfer	CAPALC membership & DPO Scheme	£328.48		£328.48
07/04/2026	SLCC Enterprises Ltd	Online Transfer	SLCC membership	£158.00		£158.00
09/04/2026	Cade Pavilion	Online Transfer	Contribution for electricity – Peace Tree lights	£25.00		£25.00

17/04/2026	NPower	DDR	Electricity bus shelter	£44.27	£2.21	£46.48
22/04/2026	SSE Energy Solutions	DDR	Streetlight electricity	£22.51	£1.13	£23.64
24/04/2026	Room Hire	Online Transfer	Cade Pavilion	£45.00		£45.00
24/04/2026	Office Rent	Online Transfer	Holywell-cum-Needlingworth Parish Council	£242.52		£242.52
24/04/2026	HMRC/ Clerk	Online Transfer	Staff costs	£658.64		£658.64
24/04/2026	Bradgate Ltd	Online Transfer	Grass cutting	£1185.00	£237.00	£1422.00
13/05/2026	ROSPA	Online Transfer	Annual play area inspection	£119.00	£23.80	£142.80
13/05/2026	Bradgate Ltd	Online Transfer	Grass cutting	£1285.00	£257.00	£1542.00
13/05/2026	CAPALC	Online Transfer	Internal Audit Fee	£233.90		£233.90
20/05/2026	SSE Energy Solutions	DDR	Streetlight electricity	£21.79	£1.09	£22.88
			TOTAL	£22644.68	£4038.25	£26682.93

The Clerk requested that Staff costs of £669.44 for May 2026 be added to the accounts for payments.

Resolved: That payments totalling £27352.37 be approved (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour.

12.2 To note the bank reconciliation as at 31st March 2026 & 5th May 2026

Noted

12.3 To note the budget report dated 19th May 2026

Noted

12.4 To receive the RoSPA play area report 21st April 2026 and agree actions
Cllr J Francis will review the recommendations and report back.

12.5 To note receipt of Watercourse Grant of £5160

Noted

12.6 To consider response from resident regarding fine imposed under the bylaws for parking on the Green

Resolved: That the fine is withdrawn and the Clerk write to the resident acknowledging their comments and noting that the offences have stopped. (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour

12.7 To consider email and invoice from Source for Business and agree next actions
Clerk advised members of the correspondence with Source for Business and their insistence that the leak was on the customer supply and there is no leak allowance for this.

Resolved: That Cllr R Pinner write to the Chief Executive of Source for Business. (Prop Cllr R Pinner, 2nd Cllr M Lines) All in favour

12.8 To note receipt of pages 8-15 of JPAG to clarify Annual Governance Statement assertions.

Noted

12.9 To note the internal audit report for 2025/26 and agree any actions.

Members considered the recommendations from the Internal Auditor.

Resolved: That the Council do not outsource the payroll. (Prop Cllr R Pinner, 2nd Cllr M Lines) All in favour.

Resolved: That the internal audit report for 2025/26 is noted and the following recommendations will be actioned:

1. Health & Safety Policy – Clerk will draft
2. Precept to be explained in detail in minutes for future years
3. Associated meeting papers to be added to the website
4. 'Draft' minutes to be updated with 'approved' minutes moving forward
5. Regularly use an accessibility checking tool on the website

- (Prop Cllr R Pinner, 2nd Cllr M Lines) All in favour
- 12.10 To note Clerk has successfully completed the CiLCA qualification
Noted
- 12.11 To note Progeny Annual review meeting on Tuesday 9th June 2026, 10am via Teams and agree attendance.
Cllr R Pinner will attend. Clerk to check with Cllr S Ellis and will email out the link. Cllr J Francis, Cllr M Lines and Cllr M Welland offered apologies for the meeting.
- 12.12 To note Npower Business Solution notification of Market-wide Half-Hourly Settlement (MHHS) migration window
Noted
- 12.13 To consider grant application for MVAS.
Resolved: That an application to the GEM Road Safety Charity Grant be submitted when it reopens in Autumn. (Prop Cllr R Pinner, 2nd Cllr M Lines) All in favour.

13. Policy

To review and adopt the following policy documents.

- (i) To adopt the General Power of Competence
Clerk provided criteria and meaning of this power to members.
Resolved: That the General power of competence be adopted (Prop Cllr M Lines 2nd Cllr J Francis) All in favour
- (ii) Financial regulations
Resolved: That the Financial Regulations be adopted. (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour.
- (iii) Standing orders
Resolved: That the Standing Orders be adopted. (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour.
- (iv) Code of conduct
Resolved: That the Code of Conduct be adopted. (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour.
- (v) Model Publication Scheme
Resolved: That the Model Publication Scheme be adopted. (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour.
- (vi) Guide to information provided by Parish Council under the model publication scheme
Resolved: That the Guide to information provided by Parish Council under the model publication scheme be adopted. (Prop Cllr M Welland, 2nd Cllr M Lines) All in favour.

14. End of Year Accounts

- 14.1 To approve accounts for the Year ending 31st March 2026.
Resolved: That the accounts Year ending 31st March 2026 be approved. (Prop Cllr M Lines, 2nd Cllr J Francis) All in favour
- 14.2 To complete and approve Annual Governance Statement for year ending 31st March 2026.
Resolved: That the statements were read out by the Clerk and a 'yes' response was given by Council to each. (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour.
- 14.3 To approve Statement of Accounts on Annual Return for year ending 31st March 2026.
Resolved: That the Statement of Accounts be approved. (Prop Cllr M Lines, Cllr M Welland) All in favour.
- 14.4 To approve text for Annual Return.
Resolved: That the text be approved. (Prop Cllr M Lines, 2nd Cllr M Welland) All in Favour.
- 14.5 To note that the notice of public rights has been completed for issue 28th May 2026.
Noted

15. Planning

- 15.1 To consider the following applications that have been **Received:**

- (i) Application ref: 22/00253/CONDA

Submission of details required by conditions 3 (written scheme of investigation - partial discharge), 4 (contamination), 5 (surface water and foul water), 6 (arboricultural method statement and tree protection plan), 7 (hard and soft landscaping scheme), 8 (new licence), 9 (biodiversity enhancement), 21 (vehicle and pedestrian visibility splays), 26 (ecological measures), 28 (amended access), 29 (amended access falls and levels) and 30 (vehicular access) of planning permission 22/00253/FUL
Land At Manor Farm Caxton End Eltisley St Neots Cambridgeshire PE19 6TJ

No comments

15.2 To note the following applications that are for information only and Certificate Granted:

(i) Application ref: 26/00906/CL2PD

Certificate of lawfulness under S192 for Use of the land for siting a mobile home for use ancillary to the main dwelling.

Taylor's Close Potton End Eltisley Cambridgeshire PE19 6TH

Noted

(ii) Application ref: 26/00958/CL2PD

Certificate of lawfulness under S192 for the construction of a boundary wall to the front of the property.

49 The Green Eltisley Cambridgeshire PE19 6TG

Noted

16. Freedom of Information

16.1 To note response to Freedom of Information request made regarding the reopening/closing of Cambridge Road junction dated 26.3.26

Noted

16.2 To consider correspondence relating to Freedom of Information request 1/26 and agree any actions

Members considered the correspondence and made the following comments:

- It was an evolving complex situation with many differing views
- Lead on to a formal process that culminated in a ballot.
- 60% response.
- Final decision was based on an open and transparent vote.

Resolved: That the Clerk write to the resident with the above points. (Prop Cllr J Francis, 2nd Cllr M Welland) All in favour.

17 Consultation

To consider the following consultation and agree actions

17.1 East West Rail Spring consultation 2026 – Tuesday 14 April to Tuesday 9 June 2026

Clerk advised members that the online briefing covered an overview of the proposal highlighting the latest proposals:

- New station at Cambourne
- New eastern entrance for the Cambridge station
- New Cambridge East station
- Cambridge Eastern train care centre
- Mined tunnel under A428 and Bourne airfield
- Green bridges
- Alternative connections where level crossings are closed

Councillors will respond individually and requested the consultation be added to the Facebook page and website with a link to encourage residents to make comments.

18. Community Engagement

18.1 To review the Boxing Day meet 2025

Cllr J Francis had requested this agenda item. She commented that the 2025 meet was the first combined meet and was very successful. However, the village was swamped by

cars which were parked on the Green, along Potton End and on the grass verges along the B1040.

Members asked the Clerk to write to request marshalls are used to monitor parking around the village for future meets and the 'No waiting' bollards are put around the Green.

18.2 To receive an update regarding the telephone mast and agree any actions

Resolved: That the Clerk contact a surveyor to obtain a valuation of the land proposed for the telephone mast. (Prop Cllr M Lines, 2nd Cllr R Pinner) All in favour.

Resolved: That the Clerk contact Atlas Group to advise that she will be the point of contact for any future correspondence and to confirm the preferred location of the telephone mast. (Prop Cllr M Lines, 2nd Cllr R Pinner) All in favour.

19. Correspondence.

To receive correspondence and agree any actions: -

(i) To note response from Revenue & Benefits Service Manager regarding the Tax Base 2026/27

Noted

(ii) To note CCC Close Pass Campaign and agree any suitable locations to propose for temporary signage.

Noted. No proposed locations.

(iii) To consider request for use of the Green for the annual church fete dated 1st April 2026.

Resolved: That the request for use of the Green for the annual church fete, 18th July 2026 be approved subject to receipt of a Risk Assessment and a copy of their insurance. (Prop Cllr R Pinner, 2nd Cllr J Francis) All in favour.

(iv) To consider request for permission to park a food van outside the Cade on 7th November 2026.

Resolved: That the request for permission to park a food van outside the Cade on 7th November 2026 be approved subject to receipt of a Risk Assessment and a copy of their Public Liability insurance and a siting discussion a few days before the event in case of wet weather. (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour.

(v) To consider submitting project to Repair shop as per CAPALC newsletter.

Resolved: That the Lytch Gate is put forward as a project to the BBC Repair shop. (Prop Cllr M Lines, 2nd Cllr R Pinner) All in favour.

(vi) To consider attending Code of Conduct training provided by CAPALC

Councillors present are unable to attend on 10th June 2026 and requested the Clerk to advise of other dates available or the possibility of an E-learning version of the training.

(vii) To note CCC update on 2026/2027 Local Highway Improvement (LHI) Application Process

Noted

20. Items to report.

- Cllr M Welland advised members he has been in discussion with the Listed Building Inspector regarding the wall along his property boundary at the back of the play area that is damaged. Part of the wall and the wooden shed that is covered in foliage is part of the Grade II listed curtilage of Pond Farm. The Listed Building Inspector would like the whole wall repaired and has written to the owner but has received no response.

Members requested the Clerk to write to the resident to confirm ownership of the wall, shed and the ditch on Caxton End. Cllr M Welland will contact the Estate Manager and Planners.

- Cllr R Pinner raised difficulty using Dropbox. The Clerk will try the suggested program 'I love PDF' for the next meeting papers.
- Clerk advised members that the previous Chairman, D Stevenson had resigned earlier today with immediate effect hence not attending the APM or Full Council today.

21. 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 M Lines) All in favour.

MEETING CLOSED 8.54pm

22. Minutes.

(i) To confirm the confidential Minutes of the Meeting held on 10th March 2026.

Resolved: That the minutes of the Confidential Meeting held on 10th March 2026 be signed as a true and correct record (Prop Cllr M Lines, 2nd Cllr M Welland) All in favour.

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

Resolved: That confirmation from the residents regarding potential increase in legal fees is noted. That the recommendations from Surrey Hills Solicitors regarding the Deed of Easement are approved:

- Point 1 – Update plan and add wording to reflect area in dispute
- Point 2 – For all purposes connected to the residential use of the Dominant Land
- Point 3 – accept

(Prop Cllr M Lines, 2nd Cllr R Pinner) All in favour.

MEETING REOPENED 9.03pm

Being no further business, the meeting closed at 9.04pm

Chairman

Date

The next meeting of Eltisley Parish Council will be on Tuesday 14th July 2026 at 7.00pm venue tbc.

APPENDIX A

Councillor Responsibilities 2026/27

Deferred to 14 th July 2026 meeting	The Cade management committee A428
Cllr S Ellis	Zero carbon A428 Facebook Noticeboards Allotments Grass cutting co-ordinator
Cllr J Francis	School representative Litter picking Play Equipment Footpaths
Cllr Roger Pinner	Road Safety/community Speedwatch Police neighbourhood panel Neighbourhood watch Allotments Noticeboards Village Working Party Grass cutting co-ordinator

APPENDIX B

ELTISLEY PARISH COUNCIL MEETING DATES FOR 2026/27

2026	
May	26 th – Full Council/ Annual Parish Meeting
July	14 th – Full Council
September	8 th – Full Council
November	10 th – Full Council
2027	
January	12 th – Full Council
March	9 th – Full Council

Cross Path Consultation Results

Total of 100 consultations returned	
Yes	74
No	20
No response	6

Comments:

Those that answered yes:

- I would prefer the PC to focus on something they've failed to do for 20+years, which would truly make a Cross Path safer and that is the provision of parking bays.
- The road needs to be widened to standard size.

Those that answered no:

- Suggest using the money for traffic calming measures instead.
- Should be residents on Cross Path to have the biggest say as they will be impacted the most. The exact siting also important to avoid unnecessary light pollution.
- Propose making Cross Path residents only, not a cut through. Always managed with head torches up until now.
- Not good value. Ongoing costs for the village.
- Conservation area. Would be better to create laybys for people to park in to protect the Green from further erosion.
- It would be better to put a light from the school to the Cade, this path is very dark.

Those that did not record a response:

- This is for Cross Path residents.
- This is up to residents of Cross Path.