

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-Needingworth 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.

Taylors 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.

Eltisley Parish Council

DECLARATION OF ACCEPTANCE OF OFFICE

*I having been elected to the office of Vice Chairman of
Eltisley Parish Council, declare that I take that office upon myself, and will duly and
faithfully fulfil the duties of it according to the best of my judgement and ability.*

*I undertake to observe the code as to the conduct which is expected of members of
Eltisley Parish Council.*

Signed Date

This undertaking was made and signed before me.

Signed Date

*Alison Jackson
Proper officer of Eltisley Parish Council*

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Cllr Roger Pinner	Road Safety/community Speedwatch Police neighbourhood panel Neighbourhood watch Allotments Noticeboards Village Working Party Grass cutting co-ordinator

Clerks report 14th July 2026

Meeting Dates: –

Full Council – 8th September 2026 – Venue: Newton Primary School

Items to report.

- Clerk attended CAPALC Drop in session covering the upcoming changes to Proper Practices.
- Nil Returns sent to Returning Officer.
Register of Members Interest forms – a couple of queries raised by the Monitoring Officer that Clerk is liaising with relevant Councillors.
- Raised at SLCC Branch meeting whether there was an elearning module for Councillor Code of Conduct training currently not available. Recommended to attend the interactive online session. Next one available expected to be October/ November 2026
- Water bill received for The Green £548.51 –
Cllr R Pinner has written to CEO, awaiting response
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.

FC 14th July 2026 Item 33 iii Village Maintenance

Council to consider:

- Repair to bench on Potton End
- Clear fallen tree Potton End that is blocking the ditch

FC 14th July 2026 Item 32 iv Eltisley Parish Plan Adult Summary

81 completed surveys received

THINGS I LIKE ABOUT LIVING IN ELTISLEY	
Activities (Carols round the Peace tree/ Christmas displays/ Village fete)	4
Church	6
Dog friendly	1
Duck pond	3
General village life (feel safe/ quiet/ people/ ambience of village/ community spirit & activities)	55
Good road links	8
No large housing estates	1
No traffic except at school times	1
Parish Council communicates well with residents/ way PC look after the village	9
Play Park/ Exercise equipment	7
Peace tree (& lights)	2
Places to walk/ scenic village/ woodland walk	11
Pocket Park	7
Pub	22
School	7
Speed watch	1
The Cade (including helping the elderly with Sunday lunches/ social events)	21
The Green/ Open space	14

THINGS I DON'T LIKE ABOUT LIVING IN ELTISLEY	
Boxing day hunt (out dated)	1
Cade/ Pub/ Church all at odds	1
Cade – too many non-residents taking advantage of Sunday lunches so residents unable to book	1
Cold callers	1
Commercial aircraft at 8000ft	1
Cross Path – drivers driving along Cross Path and using drive as turning circle, damaging drive and grass verges	1
Decision made against wishes of the village not to open road in August 2025/ Lack of accountability over said decision	1
Dogs – people do not clear up after their dogs	1
Drainage – inadequate on bend in Potton End	1
Drugs in bus shelter	1
Footpath/ Bridleway provision is very poor	2
Greenfields – view being dominated by parked cars	1
Isolated	1
Lack of mobile connectivity	7
Lack of sporting provision	1
Large lorries using Caxton End/ massive farm equipment & grain carriers down Caxton End	2
Light around the Cade – too bright	1

Litter in layby St Neots Road and B1040 junction	1
No flat pavement across Potton End (dangerous for wheelchair access/ travel into village centre)	1
No cricket on Village Green	1
No ducks on village pond	1
No shop/ Post office	25
Non organic farming methods	1
Not enough buses*	19
Nothing for older children to do	2
Petty people complaining about things that don't matter	1
Pocket park – items being thrown in stream in an attempt to block flow	1
Poor 20mph signage in Caxton End	1
Pot holes/ poor condition of roads	11
Pub too expensive for food & drink	1
Restricted access in/out of village	1
Road closure	1
Sheltered housing not being used for its intended purpose	1
Shooting wildlife (audible in village)	1
Slow to embrace positive change/ opportunities to develop village for modern life	1
Speeding traffic/ Drivers using village as a 'rat run'	16
Streetlighting poor	1
Threat of nearby development due to new road – A428 & possible rail links	1

*With Cambridge Road open no excuse for buses enroute to St Neots- Cambridge not to drive in and out of Eltisley. A proper bus service is a priority

IMPROVEMENTS I WOULD LIKE TO SEE IN THE FUTURE	
Affordable housing	1
Allotments need to be maintained better	1
Alright as it is	1
Ares of flowers/ plants	1
Benches need replacing/ repairing	2
Bus shelter – planting around	1
Buses/ Transport links/ greater access to surrounding countryside	5
Cade – open for young people to play darts, snooker, table tennis with bar open (non-alcoholic)/ bridge club	2
Caxton End past allotments – cut over hanging trees back from streetlights (Caxton End often neglected when it comes to maintenance)	2
Church – create hard standing parking in 'wildflower' meadow & at side of gate	1
Create opportunities for youngsters both skills and extra-curricular activities	1
Cross Path – make access only/ creation of parking bays for those that do not have parking/ resurface/ better signage re width restrictions	6
Cycle path to Caxton/ Cambourne/ Papworth	2
Developments – proactive support for appropriate developments	1
Dog poo bin at end of footpath Potton End	1
Drainage – fix/ village ditches and drains restored to prevent flooding on roads and in sewers	2

Evening clubs/ groups for arts & crafts or other interests/ Outdoor events	3
Few more small houses to help keep school numbers up	1
Footpaths leaving village/ footpath through Eltisley wood/ improve bridleway surface to Croxton	4
Green – parking bays & kerbing/ investment eg. Tubs and baskets, better maintenance	6
Greenfields – parking (residence of bungalows given hard standing)	1
Local business skills - encourage	1
Mobile phone mast	3
More for children to do	1
Open the Cade more often for young people to play pool & darts or get pool & darts in the pub	1
Parking – make resident only parking	1
Permission for tractor vans/ mobiles	1
Play area – improve child safety with fence between play area & road	1
Pub accommodation improved/ do more to attract more of villagers	2
Resurface path up to Cade/ paths maintained/ footpath north side of the Green from pub to Church	4
Road maintenance - potholes	8
Roundabout at the B1040 junction would reduce traffic through the village	1
Shop/ post office	12
Stop the drug dealers	1
Streetlights – improve/ lighting up to the Cade	4
Swimming Pool	1
Table tennis table/ MUGA/ Skate park/ boules pitch	2
Telephone kiosk - paint	1
Traffic calming along Potton End & St Neots Road / Speed bumps/ 20mph whole village/ More speed cameras	14
Trees – memorial trees on Caxton End pruned at least 10' from base/ tree work on the Green	2
Walks – more circular walks	3
Wheelchair access on Potton End pavement	1
Working parties – revive Saturday morning WPs for maintenance in pocket park, bus shelter & other areas of need/ litter picking	1

ANY OTHER SUGGESTIONS	
20mph outside the Cade and play area	1
Battery recycling at the Cade	1
Buddy a village abroad – share community projects/ ideas/ activities/ share cultures	1
Bus – improved bus service between Eltisley & St Neots/ Cambourne or Cambridge/ existing buses divert through Eltisley eg route 905 or 18	2
Cade – suggest for period of time ONLY open to villagers then after open to all to apply (give villagers more opportunity to attend	1
Cambourne Post Office van visit the village	1
Cricket team	1
Fundraising – more activities eg open gardens for eg air ambulance or children's hospice	1

Library bus – PC make sure we keep this	1
More for children to get involved with/ mobile youth service to visit once a week for teens	2
Park – another family bench	1
Parish – do a great job and are transparent on communications	1
Pocket park – refurbish picnic area	1
Proactive Parish Council who work hard to minimise negative impact on A428 roadworks on village	1
School – allow parking on school at drop off & pick up times (supervised)	1
Signs – road sign to say ‘Village only’ NOT ‘Local traffic’	
Telephone kiosk – create a book library	1
Youth Club	1
Village lovely as are people who live here	1
Volunteering – offer more regular opportunities	1

Buses	
Yes	53
No	23
Maybe/ rarely / not at present	4

Top 3 improvements noted are:

1. Traffic calming
2. A shop/ post office
3. Road maintenance

FC 14th July 2026 Item 32 iv Eltisley Parish Plan U18 Summary

12 completed surveys received

THINGS I LIKE ABOUT LIVING IN ELTISLEY	
General village life (feel safe/ quiet/ people/ friends living in village/ Riding bike/ Picking conkers & blackberries)	7
Park	6
Pocket Park/ Birds	2
Pub (for toilets)	1
School	1
The Green	1

THINGS I DON'T LIKE ABOUT LIVING IN ELTISLEY	
Being far away from school	1
Equipment on park – would like different equipment	1
Everywhere is wet	1
Goals are broken	1
Lack of mobile connectivity	1
No shop	1
Not enough buses	2
Nothing for older children to do	3
Pot holes – dangerous when riding bike	1

IMPROVEMENTS I WOULD LIKE TO SEE IN THE FUTURE	
Buses	2
Exit road opening to reduce time in the car	1
Mobile phone mast	1
More events for children	1
More park equipment eg. Outdoor table tennis table/ BMX Track/ Skate ramp/MOLKKY pitch / Zip line	1
More trees to climb	1
Shop	1
Streetlights - improve	1
Traffic calming along Potton End & St Neots Road / Speed bumps/ 20mph whole village	3
Youth Club	3

ANY OTHER SUGGESTIONS	
Children's choir	1

Buses	
Yes	10
No	1
Depends on route/ timings	1

Top 3 improvements noted:

1. Traffic calming
2. Youth Club
3. Buses

FC 14th July 2026 Item 32 (v) Speed Watch

A refresher meeting with the Forcewide Co-ordinator for Speed Watch has been arranged for Wednesday 22nd July, 2pm – 4pm at the Cade Pavilion.

All Councillors and volunteers of Speed Watch are invited to attend.

Eltisley Parish Council

Prepared by:

Jackie
Name and Role (Clerk/RFO etc)

Date:

9/7/2026

Approved by:

Name and Role (RFO/Chair of Finance etc)

Date:

Bank Reconciliation at 03/07/2026			
	Cash in Hand 01/04/2026		89,790.80
	ADD Receipts 01/04/2026 - 03/07/2026		40,762.73
			130,553.53
	SUBTRACT Payments 01/04/2026 - 03/07/2026		8,416.58
A	Cash in Hand 03/07/2026 (per Cash Book)		122,136.95
	Cash in hand per Bank Statements		
	Petty Cash 03/07/2026	0.00	
	Nat West current account 03/07/2026	42,756.37	
	Nat West deposit account 03/07/2026	39,729.94	
	Nat West village institute a/c 03/07/2026	468.01	
	Nat West Institute deposit a/c 03/07/2026	39,425.15	
	Gibbs Denley 03/07/2026	0.00	
			122,379.47
	Less unrepresented payments		242.52
			122,136.95
	Plus unrepresented receipts		
B	Adjusted Bank Balance		122,136.95
A = B Checks out OK			

Account Name
ELTISLEY PARISH COUNCIL V
BUSINESS CURRENT ACCOUNT

Account No Sort Code Page No
54413222 60-18-23 1 of 2



NatWest

00029800/00054191/352 0119888-0001-0
THE CLERK
NEEDINGWORTH VILLAGE HALL
OVERCOTE LANE, NEEDINGWORTH, ST.
PE27 4TU



9 JUL 2026

Current Account

Summary

Statement Date	30 JUN 2026
Period Covered	30 MAY 2026 to 30 JUN 2026
Previous Balance	£43,606.92
Paid In	£1,996.63
Withdrawn	£2,847.18
New Balance	£42,756.37
BIC	NWBKGB2L
IBAN	GB67NWBK60182354413222

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
30 MAY 2026	BROUGHT FORWARD			43,606.92
11 JUN	Bill Payment CAPALC CAPALC FP 11/06/26 40 19023327683020000N		#16 ✓ 233.90	43,373.02
17 JUN	Automated Credit CCCOUNCIL FINANCE 1130028652	#6 ✓ 1,996.63		45,369.65
24 JUN	Bill Payment CAPALC CAPALC FP 24/06/26 40 08023454713345000N		#19 ✓ 35.00	45,334.65
	Bill Payment ALISON JACKSON ALISON JACKSON FP 24/06/26 40 30023552228469000N		#17 ✓ 501.72	44,832.93
	Bill Payment HMRC CUMBERNAULD HMRC CUMBERNAULD FP 24/06/26 40 34023512146936000N		#18 ✓ 156.92	44,676.01
	Bill Payment BRADGATE GROUND MA BRADGATE GROUND MA FP 24/06/26 40 53023510873294000N		#20 ✓ 1,896.00	42,780.01
	Direct Debit SSE ENERGY SUPPLY 0089320-DD01588757		#21 ✓ 23.64	42,756.37

Account Name
ELTISLEY PARISH COUNCIL
RESERVE ACCOUNT

Account No Sort Code Page No
11216794 60-18-23 1 of 2



NatWest

00029648/00045542/352 0120447-0001-0
THE CLERK
NEEDINGWORTH VILLAGE HALL
OVERCOTE LANE, NEEDINGWORTH, ST.
PE27 4TU



9 JUL 2026

Business Reserve Account

Summary	
Statement Date	03 JUL 2026
Period Covered	06 JUN 2026 to 03 JUL 2026
Previous Balance	£39,700.36
Paid In	£29.58
Withdrawn	£0.00
New Balance	£39,729.94
BIC	NWBKGB2L
IBAN	GB67NWBK60182311216794

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com

If you have changed your address or telephone number please let us know.

Interest rate: 0.85% Gross / 0.85% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 JUN 2026	BROUGHT FORWARD			39,700.36
30 JUN	Interest 30JUN GRS 11216794	#9 ✓ 29.58		39,729.94

Account Name
ELTISLEY PARISH COUNCIL VILLAGE
INSTITUTE
BUSINESS RESERVE ACCOUNT

Account No Sort Code Page No
18717071 60-18-23 1 of 2



NatWest

00029440/00045261/352 0120449-0001-0
THE CLERK
NEEDINGWORTH VILLAGE HALL
OVERCOTE LANE, NEEDINGWORTH, ST.
PE27 4TU



9 JUL 2026

Business Reserve Account

Summary	
Statement Date	03 JUL 2026
Period Covered	06 JUN 2026 to 03 JUL 2026
Previous Balance	£39,395.79
Paid In	£29.36
Withdrawn	£0.00
New Balance	£39,425.15
BIC	NWBKGB2L
IBAN	GB70NWBK60182318717071

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com

If you have changed your address or telephone number please let us know.

Interest rate: 0.85% Gross / 0.85% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 JUN 2026	BROUGHT FORWARD			39,395.79
30 JUN	Interest 30 JUN GRS 18717071	10 29.36		39,425.15

Eltisley Parish Council
Uncashed payments/transfers out (All banks)
(Upto 03/07/2026)

Voucher	Date	Cheque No.	Description	Total	Bank
22	24/06/2026	Online Transfer	office rent	242.52	Nat West current account
Total-----				242.52	

Eltisley Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin Support			0.00 (N/A)	980.00	485.04	494.96 (50%)	494.96
Allotments			0.00 (N/A)			0.00 (N/A)	0.00
Asset maintenance			0.00 (N/A)	500.00		500.00 (100%)	500.00
Bus Shelter			0.00 (N/A)	40.00	44.27	-4.27 (-10%)	-4.27
Cade Pavilion			0.00 (N/A)	2,250.00		2,250.00 (100%)	2,250.00
Contingency			0.00 (N/A)	2,500.00		2,500.00 (100%)	2,500.00
Devolved functions -ccc/scdc			0.00 (N/A)	500.00		500.00 (100%)	500.00
Election costs			0.00 (N/A)	3,000.00		3,000.00 (100%)	3,000.00
fund raising			0.00 (N/A)			0.00 (N/A)	0.00
General Admin			0.00 (N/A)	3,410.00	780.38	2,629.62 (77%)	2,629.62
Grants		5,160.00	5,160.00 (516000)			0.00 (N/A)	5,160.00
Grass cutting	4,310.00	1,996.63	-2,313.37 (-53%)	10,500.00	5,281.67	5,218.33 (49%)	2,904.96
Interest	500.00	104.37	-395.63 (-79%)			0.00 (N/A)	-395.63
other income			0.00 (N/A)			0.00 (N/A)	0.00
Peace treelights			0.00 (N/A)		25.00	-25.00 (-2500%)	-25.00
Play equipment			0.00 (N/A)	500.00	119.00	381.00 (76%)	381.00
Precept	26,356.00	26,356.00	0.00 (N/A)			0.00 (N/A)	0.00
S106			0.00 (N/A)			0.00 (N/A)	0.00
S137			0.00 (N/A)			0.00 (N/A)	0.00
salaries			0.00 (N/A)	8,400.00	1,986.72	6,413.28 (76%)	6,413.28
school hire			0.00 (N/A)			0.00 (N/A)	0.00
Special projects			0.00 (N/A)			0.00 (N/A)	0.00
Street Lights			0.00 (N/A)	430.00	66.81	363.19 (84%)	363.19
Training			0.00 (N/A)	750.00	35.00	715.00 (95%)	715.00
Tree survey work			0.00 (N/A)	500.00		500.00 (100%)	500.00
vat	1,000.00		-1,000.00 (-100%)			0.00 (N/A)	-1,000.00
Village Institute			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	32,166.00	33,617.00	1,451.00 (4%)	34,260.00	8,823.89	25,436.11 (74%)	26,887.11

Total for ALL Cost Centres	33,617.00	8,823.89
V.A.T.	7,086.79	1,085.69
GROSS TOTAL	40,703.79	9,909.58



IMPORTANT INFORMATION ABOUT OUR SERVICES AND FEES

Transactional

WELCOME TO PROGENY

We are the first and only firm in the UK to bring together independent financial planning, asset management, tax, HR and private and corporate legal services.

As a truly independent Wealth Planning firm and with the support of the Progeny group of companies, we're able to provide advice that covers a full spectrum of solutions, with the aim of protecting and enhancing your family's wealth today.

We recognise that our clients have different financial needs and objectives. Some clients require very complex analysis and some clients require less complexity to achieve their desired financial objectives.

In order to clarify the expectations of both parties and to provide transparency of charges, we set out the services we offer under our transactional service proposition.

Our Services

We understand our clients and have tailored our propositions to reflect our values and deliver good outcomes for our clients.

Our Transactional menu of services provides transparent, non-complex propositions, so you always know what services are available and at what cost.

Initial advice services

Getting to know you - Here we begin to get to know all about you, your financial circumstances and an understanding of your goals, values and aspirations. We also begin the process of assessing your attitude to risk, which helps us to explore and narrow down suitable strategies for you.

Assessing your current situation - This is an extremely important step. Here we carry out a full audit of your present position to ensure that we have a true and complete understanding of you, your family and your financial affairs.

We will outline the actions required and timescales to complete them. We will provide transaction details and allocate accountability for all practicalities involved in the investment of assets, if applicable, and the necessary administrative framework.

We then implement our recommendations on your behalf. This includes preparing, completing and submitting any applications and ensuring that all the various pieces of the jigsaw are agreed and put into place before your journey commences.

On your request, we will liaise with your accountant and/or solicitor.

Our Fees

The amount we charge and the basis of the payment will depend on the service, as detailed below in our service proposition menu.

We will let you know if you have to pay VAT on the cost any services provided. It is possible that other costs, including taxes related to the business we conduct and products we arrange for you, may arise. These costs will not be paid by our firm but borne by you.

Advice service menu

Advice Service Menu:		
Full financial planning review	Advised service only	£3,000 fixed fee
Advice on options to access existing defined benefit pensions, e.g. tax free cash versus income options (Excludes DB Transfer advice)	Advised service only	£2,000 fixed fee
New Drawdown advice	Advised service only	£2,000 fixed fee
New contribution to an existing Portfolio – _ISA or GIA*	Advised and non-advised service	£250 fixed fee per plan*
Withdrawal from an existing portfolio – _ISA or GIA	Advised and non-advised service	£250 fixed fee per withdrawal*
Reassignment of Investment Bond	Advised service only	£600 fixed fee

Top up or withdrawal from an existing Investment Bond	Advised service only	£400 fixed fee
Review of existing investment(s) including new contributions	Advised service only	£1,500 fixed fee
Review of existing pension(s) including new contributions	Advised service only	£1,500 fixed fee
Review of existing Drawdown arrangement	Advised service only	£1,500 fixed fee
Review of Lifetime Allowance including calculations	Advised service only	£1,000 fixed fee
Pension carry forward/annual allowance calculations	Advised service only	£1,000 fixed fee
Protection review	Advised service only	£1,500 minimum with option to offset commission
Mortgage	Advised service only	£495 for full mortgage/ £295 for product transfer
Inheritance tax planning	Advised service only	£3,000 minimum fee, actual fee agreed prior to providing advice
Cashflow Planning	Advised service only	£1,500 fixed fee
General administration enquiries and requests e.g. up to date valuation	N/A	Complimentary with option to apply fees if the work becomes excessive. Fees would be agreed at the time of the request.

***Maximum contribution level of £50,000, otherwise full financial planning review is required.**

We require your consent to enable us to share your data internally, so that each part of Progeny can work together to serve you. Without your consent, we are not able to provide you with any additional services which are a core benefit of all of our propositions.

What are your payment options?

We accept direct payment by cheque or bank transfer.

We do not accept cash or credit cards.

We will tell you if it is possible to settle our fees through a deduction from your investment/pension.

For new investments and pension plans funded by regular contributions only (e.g. monthly by Direct Debit), you can choose to pay our fees by instalments.

Other benefits we may receive

If we take over the Servicing Rights of existing arrangements that were arranged by another firm, we may be entitled to receive an ongoing payment as a result. These payments are commonly referred to as 'Trail Commission'.

Personal and Family Protection

We offer products from a range of insurers based on a fair analysis of the market for Life Assurance, Critical Illness Cover, and Income Protection Insurance.

How much do we charge for our insurance services?

As confirmed in the menu of services, Progeny charge a fee for advice and arranging a pure protection product, such as life insurance.

Where agreed, Progeny may also receive commission from the insurer. You will always be advised of the expected commission, in advance of proceeding with our recommendation. You will receive a quotation, which will tell you about any other fees relating to any particular insurance policy that we arrange for you.

You will have the option of offsetting any potential commission generated against the fee payable for Progeny's protection review service. The amount of commission will vary depending on the type of contract, term of the cover and the premium amount.

Important Information

Before you consider our services in more detail, we would like to draw your attention to the following important information:

When we have discussed and agreed with you the services that we are to provide, we will confirm this to you in a **Transactional Client Service Agreement**. This will describe the scope and specific services to be provided, the cost and how it can be paid for. It also provides important additional information about our service, including how we store and use your personal data and what to do if you have a complaint. Our service agreement with you will not commence until you have been presented with this document and agreed terms.

Subject to your individual needs and objectives, we may also recommend that you hold and trade your investments and/or pensions in one place via a Platform Service. We may also recommend that some or all of your investments and/or pensions are managed by a Discretionary Investment Management Service (DIMS).

We may recommend products or services related to your investment and pension needs which are not regulated by the Financial Conduct Authority. For example, cash deposits, National Savings & Investment (NS&I) products, or Inheritance Tax Planning (IHT).

Data Protection

We will collect and store your personal and financial information which will be handled in accordance with the Data Protection Act 2018. We will use your personal information to provide you with financial advice or any other service you request from us. In providing the services to you, we may pass your personal information to other financial firms.

For further information on how your personal information is used, including your rights to access the personal information, and who to contact if you have any queries, please see our Privacy Policy which is available at <https://theprogenygroup.com/privacy-policy/> or by contacting compliance@theprogenygroup.com



Reference: MJD/CJF

Progeny
1A Tower Square
Leeds
LS1 4DL

Needingworth Village Hall
Overcote Lane
Needingworth
St. Ives
PE27 4TU

24 JUN 2026

16 June 2026

Dear Alison

Annual Review Meeting

It was good to speak with you at our recent meeting.

The main purpose of the meeting was to review your circumstances and to ensure that your financial plan continues to meet your needs and objectives.

We are pleased to confirm your financial plan is still suitable for you and we are not recommending any changes. This advice is based on the information summarised below.

Please read this letter in conjunction with our previous reports including our original recommendations. These provided more in-depth details on why your plans and portfolio were suitable for you, along with any risks and disadvantages associated with investing.

Your Current Circumstances & Objectives

You confirmed that the personal details and information that we hold about you remain accurate and there have been no significant changes.

Our understanding of your financial planning objectives is that they have not significantly changed since our last review meeting and they are as follows:

- To achieve capital growth above the rate of inflation over the long term
- To retain the ability to make ad-hoc withdrawals as and when required

Progeny is a trading style of Progeny Wealth Limited and is used by various companies within the Progeny group of companies. Progeny Wealth Limited is a limited company registered in England and Wales with the number 01408197. The company's registered address is Progeny, 1A Tower Square, Leeds, LS1 4DL. Progeny Wealth Limited is authorised and regulated by the Financial Conduct Authority and is entered on the Financial Services Register (fca.org.uk/register) under reference 116460. VAT number 187560669.

Annual Statement of Costs & Charges

We have provided you with a full explanation of the estimated costs and charges for our advice services and the recommended arrangements in previous reports. You also receive a Statement of Costs and Charges directly from your platform provider each year. This gives a breakdown of all product charges, investment costs and advice fees incurred over the previous 12 months.

You previously agreed that our advice fees would be paid to us from your investment arrangements by the platform provider. Please let us know if you ever want to change the payment method and pay our fees directly.

Summary

After reviewing your circumstances, tax position, objectives, attitude to risk and capacity for loss, your financial plan continues to be suitable.

There is no action that we currently need you to take unless you believe that any of the information in this letter is inaccurate.

Please do let us know if you have any questions now or ahead of your next full annual review.

Yours sincerely

Matthew Daniels

Matthew Daniels

Financial Planner

Matthew.Daniels@theprogenygroup.com

01903 231545



Full Council 14th July 2026 Item 33.4

Dear Alison and Roger,

Thank you for your time this morning.

Key Points from Our Meeting:

- Introduction and Contact Details: I introduced myself as your new financial adviser at Progeny, having taken over following the acquisition of Gibbs Denley after one of their directors retired. I want to apologise that Alison's letters requesting a contact update were not actioned at the time. I also want to reassure you that the council is not tied into Progeny at all, and the investment can be transferred elsewhere without cost or penalty should you ever wish to do so.

- Contact Records and ID Requirements: We agreed that it makes sense to have both Alison and Roger registered as contacts for the council's investment going forward. To update our records and comply with anti-money laundering requirements, we will need proof of identity for each of you, a passport or similar document will suffice. We also need relevant governing documents for the council, such as standing orders or financial regulations. Once these are on file, we are able to process any future changes or withdrawals without delay.

- Investment Performance: The portfolio is currently valued at just over £150,000, having grown from approximately £130,000 a year ago, a return of 16.77% over the past year. This is a strong result for the level of risk being taken. The portfolio is split almost evenly between two funds: the Progeny Asset Management Tempo 50, valued at just over £74,000, which is a medium-to-low risk fund with 50% in equities and 50% in bonds and cash, and the Progeny Asset Management Tempo 60, valued at just over £76,000, which is a medium risk fund with 60% in equities. There was a short-term dip to around £140,000 earlier in the year due to geopolitical volatility, but the portfolio has since recovered well. Roger raised a question about the difference in returns between the bond and equity components in the report. To clarify, the bond line reflects the lower-risk portion of each fund and is returning around 4% per year, while the equity line reflects the higher-risk growth portion and is where the majority of the returns have been generated.

- Risk Level: Roger confirmed that at the time the investment was set up, a balanced risk approach was considered the most appropriate, and both of you acknowledged the importance of this given that the investment consists of public money. My recommendation is that no changes be made to the risk level at this time. The current approach remains appropriate given the long-term growth objective and the absence of any immediate withdrawal needs.

- Service Model and Fee Recommendation: This was the most important topic we covered today. The council is currently on an ongoing advice service, paying a total of approximately 1.45% per annum. This breaks down as follows: an ongoing advice fee of

0.75% to Progeny, a platform fee of approximately 0.28% to Aberdeen, and a fund management charge of approximately 0.42% to Progeny Asset Management. The 0.75% ongoing advice fee equates to approximately £1,100 per year. I want to be transparent that Progeny's standard ongoing advice fee is 1%, and this would apply after a further 12 months if the council remained on the current service.

My recommendation is that the council switches to our transactional advice service. Under this model, the 0.75% ongoing advice fee is removed entirely, and the council simply pays for advice when it is needed. For example, processing a withdrawal or an investment top-up would typically cost around £250 per transaction. The investment itself, the funds, the platform, and the performance would remain completely unchanged. Given that the council has had no meetings for a couple of years and does not anticipate needing regular advice, I do not believe the ongoing advice fee represents fair value. The transactional model is a much better fit for the council's straightforward, long-term investment objective. The council can also switch back to the ongoing advice service in the future if circumstances change and more regular advice is needed.

Next Steps:

- Please send proof of identity for both Alison and Roger, along with relevant governing documents for the council such as standing orders or financial regulations. These can be emailed directly to me or to Cerys, whose details are on the letter you received. Once received, I will update our records accordingly.
- Alison will present my recommendation to switch to the transactional advice service at the council meeting on 14th July 2026. If the council is happy to proceed, please drop me an email to confirm and I will write to you formally with 20 days' notice before the ongoing advice fee is switched off.
- Please do not hesitate to contact me at any point in the meantime if anything changes, if any questions arise ahead of the July meeting, or if the council wishes to raise a formal complaint regarding the lack of contact in recent years.

Kind regards,

For Decision:

- Switch from ongoing advice to the transactional advice service
- Consider the risk level of the investment
- Consider raising a formal complaint regarding lack of contact

Full Council 14th July 2026 Item 33.5

It has just been announced on 21st May 2026, that HMRC mileage rate has been increased by 10p to 55p per mile, (for the first 10,000 miles) backdated to 1st of April 2026. This will not automatically apply to individuals unless their policy or contract states mileage is paid at the prevailing HMRC rate. Councils will need to adopt the new rate through the usual policy adoption process before paying at these rates, which can be backdated to the 1st April 2026

Eltisley Parish Council contracts: travel expenses will be paid at the agreed NJC rate laid down at the time.

Impact: Clerk April zero

May 24 miles

July 24 miles

Total back pay = £4.80 (as at 14th July 2026)

For decision:

- Will Council agree to increase mileage allowance to the new level of 55p/mile backdated to 1st April 2026.

Full Council 14th July 2026 Item 33.6 Internal Audit.

Annual requirement to comply with AGAR & Financial regulations.

Internal audit 2025/26 carried out by CAPALC Cost £233.90 (5.5 hrs & travel expenses)

Regulations require audit to be completed by an independent and “competent” person.

2 quotes:

1) CAPALC
Benefits

CAPALC is a member of the Internal Auditors Forum, and all of our auditors are individual members too, as well as being professionally indemnified, and holding a minimum of the Certificate in Local Council Administration qualification.

- In person review
- Provided by known company
- Cost £45/hour. Plus, 55p per mile expenses (no VAT)
- Average time taken 4-6 hours. 5 hours = £225 plus travel expenses

2) Mulberry

- Based in Surrey
- In person or remote, depending on Council circumstances and preference
- Cost £80/hour. Plus, 55p per mile expenses (no VAT)

Contract for Internal Audit Services

Financial Year 2026/27

Between:

Client: Eltisley Parish Council

Address: Needingworth Village Hall, Overcote Lane, Needingworth, Cambs. PE27 4TU

Email: clerk@eltisley-pc.gov.uk

Telephone: 01480 468451

Supplier: Cambridgeshire & Peterborough Association of Local Councils Ltd

Address: The Norwood Building, Parkhall Road, Somersham, Cambridgeshire PE28 3HE

Email: internal.audit@cambs-peterborough-alc.gov.uk

Telephone: 07507 520849

1. Definitions

For the purposes of this Agreement:

- **“Contract Term”** means the duration of this Agreement, covering the financial year 2026/27.
- **“Services”** means the Internal Audit services to be provided by the Supplier, as described in this Agreement and in Appendix A – Service Specification.
- **“Charges”** means the fees invoiced by the Supplier for the provision of the Services.
- **“Expenses”** means reasonable, pre-approved costs incurred by the Supplier in delivering the Services.
- **“Parties”** means the Client and the Supplier.
- **“Specification”** means the detailed description of the Services set out in Appendix A.

2. General Provisions

2.1. The Supplier shall act in accordance with all relevant Client policies and procedures, including but not limited to:

- Health and Safety
- Data Protection and GDPR
- Data Security
- Safeguarding

2.2. The Supplier shall comply with all applicable legislation, regulations, and recognised best practice standards.

2.3. The Supplier shall maintain appropriate insurance cover to indemnify and minimise risks or losses to the Client.

2.4. The Supplier will provide the Services in return for payment of the Charges by the Client.

3. Contract Term and Renewal

3.1. This Agreement covers Internal Audit services for the financial year **2026/27**.

3.2. Either party must notify the other in writing (including email) at least 4 weeks before the end of the Contract Term if they wish to terminate this Agreement or extend it for a further period.

4. Charges, Invoicing and Payment

4.1. The hourly rate for Contract Year **2026/27** is **£45.00**.

4.2. Payment will be made upon receipt of an itemised invoice detailing the work undertaken.

4.3. Payment shall be made by BACS within 14 working days of the invoice date.

4.4. Late payments may incur interest at 4% above the Bank of England base rate.

4.5. Expenses may be claimed where necessarily incurred in providing the Services, including:

- mileage at government approved rate (currently 0.55p per mile)

- other pre-approved expenses

4.6. Expenses must be included on the invoice.

4.7. All amounts must be inclusive of VAT unless otherwise stated.

5. Service Delivery

5.1. The Supplier shall ensure that all individuals delivering the Services are suitably qualified, competent, and experienced.

5.2. The Supplier shall ensure that all personnel understand and comply with relevant Client policies and procedures.

5.3. All materials and resources used must be of appropriate quality and fit for purpose.

5.4. The Supplier must notify the Client if they are unable to provide the Services for any reason or if work will be undertaken by an alternative employee or agent.

5.5. Where the Supplier is unable to provide the Services due to absence, no payment shall be due.

6. Scope of Services

6.1. The Supplier shall deliver the Internal Audit Services as described in Appendix A – Service Specification, which forms an integral part of this Agreement.

6.2. The Services include the annual internal audit, completion of the Internal Auditor section of the Annual Governance and Accountability Return (AGAR), provision of a written report and all associated activities required to provide assurance on the Client's financial and governance arrangements.

6.3. A Mid-Year Internal Audit Review may also be provided where the Client selects this option. This optional review will be delivered on the same charging basis and hourly rate as the annual audit service and will follow the scope and standards set out in the Service Specification, barring completion of the AGAR report.

7. Service Location

7.1. Services will be delivered at locations agreed with the Client.

7.2. The Internal Audit service will include a review of the council website and an in person visit with the Clerk/RFO to review original documents

8. Reporting

- 8.1.** The Supplier shall provide the Client with a comprehensive Annual Internal Audit Report following the conclusion of the financial year. This report will summarise the work undertaken, findings, recommendations, and assurance relating to the authority's financial and governance arrangements.
- 8.2.** Where the Client has selected the mid-year review option, the Supplier shall also provide a Mid-Year Internal Audit Report, outlining interim findings, emerging risks, and any recommended improvements.
- 8.3.** The Supplier shall complete the Internal Auditor section of the Annual Governance and Accountability Return (AGAR) as part of the annual audit process.
- 8.4.** The Parties acknowledge that the Clerk/RFO is responsible for circulating the full Internal Audit Report to all councillors and ensuring it is formally considered at a meeting of the Council.

9. Confidentiality

- 9.1.** The Supplier and its personnel must maintain strict confidentiality regarding all Client affairs, including information relating to staff, councillors, customers, and business operations.
- 9.2.** This obligation continues after the termination of the Agreement.
- 9.3.** Breach of confidentiality may result in immediate termination or civil action.

10. Termination

This Agreement may be terminated:

- **Naturally**, at the end of the Contract Term.
- **By either party**, where the other party has breached its obligations.
- **By agreement**, where the Client no longer requires the Services or the Supplier is unable to provide them.
- **Immediately**, if it becomes illegal to procure or provide the Services.

11. Signatures

For: Cambridgeshire & Peterborough Association of Local Councils Ltd

Name: Victoria Taylor

Role: Deputy County Officer

Signature: V Taylor

Date: 9th June 2026

For the Client Council

Name:

Role:

Signature:

Date:

Internal Audit Service Specification

Introduction

Cambridgeshire & Peterborough Association of Local Councils (CAPALC) Ltd provides the following services: Internal Auditor (IA)

They are committed to providing value for money and excellent service for their customers.

This document describes the specification for a supplier of services to Parish/Town Councils.

Independence of the Internal Auditor

CAPALC Ltd will ensure the following;

- The allocated IA will not be an individual connected to the council or a neighbouring parish to the contracted council or where there is a perceived/understood close relationship between the IA, Clerk, RFO¹, councillor or council as a whole, necessary to ensure 'independence'.
- The IA will not have any previous involvement with the contracted councils accounts in any way for the contracted financial year or previous financial years.
- Where the contracted council retains the IA service on an annual basis with CAPALC Ltd, the IA will be changed as a minimum every two (2) years.

Supplier Specification

CAPALC, their employees or agents must demonstrate good knowledge, understanding and experience of the work required of an Internal Auditor as detailed in the SAPPP Practitioners Guide for the relevant year.

Activities and responsibilities include: -

To carry out the basic requirements of an effective internal audit review of an authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in an authority's Annual Governance and Accountability Return (AGAR).

Where records examined include personal detail, such as in the case of staff salaries, allotment records and details of hall hirers on invoices, care will be taken to ensure compliance with the requirements of the General Data Protection Regulations (GDPR).

Ends

¹ Responsible Financial Officer



Internal Audit Services for Town and Parish Councils

Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we supported more than **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard prevailing **HMRC rate**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

Added Benefits

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:

www.mulberrylas.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

BACS REMITTANCE ADVICE

ELTISLEY PARISH COUNCIL
PARISH OFFICE
NEEDINGWORTH VILLAGE HALL
OVERCOTE LANE
NEEDINGWORTH
CAMBRIDGESHIRE
PE27 4TU

If you have any query about this payment please contact

Cambridgeshire County Council

New Shire Hall
PO Box ALC2636
Emery Crescent, Enterprise Campus
Alconbury Weald
Cambridgeshire
PE28 4YE

Telephone : 0300 126 3003

E-Mail : financehelpdesk@westnorthants.gov.uk

Supplier Name:	ELTISLEY PARISH COUNCIL
Supplier Number	1130028652
Account Number:	**** 3222
Date:	15/06/2026
Page Number:	1 / 1

This payment has been sent to the bank account above. Please allow 3 working days from date of payment for bank clearing.

Invoice Number	Invoice Date	Description	Amount
1/2026	20/05/2026		1,996.63
TOTAL			£ 1,996.63

Leading Local Change: CAPALC's Annual Conference 2026

Please save the date for the CAPALC Annual Conference, taking place on Friday 18 September 2026.

This event is for parish council clerks and councillors across Cambridgeshire and Peterborough, bringing together key updates, practical sessions and opportunities to share learning and good practice.

Full details and the agenda will be announced soon.

Event Information

Date

18/09/2026

9:30 am - 4:30 pm

Location

Wyboston Lakes

Cost

£75

FC 14th July 2026 Item 33.9 Speed Watch equipment

Good afternoon

At our recent PC meeting, I agreed to find out about equipment options for Community Speedwatch. As you can see below, I have been speaking to Julie Clerk at Cambs Constabulary. Apparently, the Police were supplying equipment to parishes, but now they have found lower cost solutions, they expect parishes to buy direct from their approved supplier below.

Best wishes

CCC Papworth, Swavesey and surrounding villages

Sent: Tuesday, June 9, 2026 5:01 PM

Subject: Equipment

Good afternoon,

Lovely to speak to you yesterday.

The equipment we use now is provided by the Company below.

[Pocket Radar, Classic, traffic](#)
£335.99 inc. VAT

It's a great little radar and has a range of 1.5 miles detection. It uses 2 AAA batteries which we ask the council to provide – or alternatively you can use rechargeable batteries which can be brought off Amazon with a charger for approximately £20.00.

The previous equipment we provided costs around £2500. When this equipment starts to get old and fail (usually the screen) we ask the Parish Council to provide a new unit or buy a Barrington.

Please let me know if you would like to know anything else, I am always here to help.

Many Thanks

Forcewide Watch Coordination Officer | Partnerships and Prevention
[Cambridgeshire Constabulary](#)

Dear Parish Clerks and Chairs,

You may be aware that from **29 June 2026**, councils in England will no longer be required to publish the home addresses of councillors in public registers of interests, following changes introduced through s65 of the English Devolution and Community Empowerment Act 2026. The amendment inserts a new section 32A into the Localism Act 2011, making clear that **residential addresses must be withheld from public registers unless a member specifically requests publication**. Authorities will still retain address details for monitoring and conflict-of-interest purposes. Public registers will indicate where an address has been withheld. The change is intended to strengthen councillor safety and support participation in public office.

As such, for those Parish Councillors whose address is currently listed on the register of interests form, work to remove them from the public domain (SCDC website) will be completed by the close of business **tomorrow – Friday 26 June 2026**.

The register of interests will instead state ‘member has an interest, the address of which is withheld’.

Should you wish your address to remain publicly available on the register of interests form, please do let Democratic.Services@scambs.gov.uk know.

Yours faithfully

Monitoring Officer

FC 14th July 2026 Item 33.11 Bradgate – Grass cutting Contract

Invoice received – Clerk queried charge for verge cutting, charged £495 contract stated £475 – have received a credit note for the 2 over payments of verge cutting totalling £40.00.

Cllr Pinner met with Grounds maintenance team to review the verge cutting contract.

Both Cllr Pinner and the Ground Maintenance team member agreed that Potton End and Cambridge Road have not been cut this year. Clerk requested a credit note for the missed verge cutting.

Response from Operations Manager, Bradgate Grounds Maintenance:

Regarding the points raised, I have outlined the details below:

- **Potton End & Cambridge Road Cuts:** While our team did miss cutting these specific sections in April and May due to the initial wildflower confusion, the grass had grown so long by Wednesday that it actually took our team three times longer than usual to cut back and clear the heavy growth. Because of the extra labour and time required to bring these verges back to standard, we are unable to issue a credit note for those months.
- **Cutting Schedule:** For your records, our contract is structured to cut the verges once a month at the very end of each month during the cutting season, making a total of 7 cuts for the year.

For Decision:

- Does Council accept the response from Bradgates regarding them not issuing a credit?

South Cambridgeshire Parish Clerks Conference

Wednesday 30th September 2026, 9.30am – 2.30pm.

Agenda

9.30 – Welcome & Introduction

9.45 – Local Government Reorganisation (*Liz Watts*)

11.00 – Networking Activities (*Jack Bullimore*)

12.15 – Lunch (***Provider TBC***)

1.00 – Housing, Allocation & New Builds (***TBC***) (*Housing Team*)

2.15 - Close

FC 14th July 2026 Item 34.13 Bus Shelter Refurbishment

Council to consider the refurbishment of the bus shelter.

- Cleaning and painting – volunteers or to obtain quotes
- Replace public noticeboard inside the bus shelter

Noticeboard:



ESPO 1200MM X 900MM £26.00 + VAT

Spray with weather resistant spray.

Mount on batons inside the bus shelter

[Fabsil Universal Protector Water-Repellent Spray 400ml - Screwfix](#)



**FABSIL UNIVERSAL PROTECTOR WATER-REPELLENT
SPRAY 400ML (25815)**

£8.99 inc. VAT

For decision:

- Type of noticeboard - felt sprayed with water repellent spray
- Size of noticeboard
- To purchase batons to mount the noticeboard
- Whether to seek quotes for repainting the bus shelters

FC 14th July 2026 Item 33.13 Memorial plaques for trees

Brass Memorial Tree Plaque - 125mm x 50mm



Brass memorial tree plaque – size 125mm x 50mm £42.66

Size 150mm x 100mm £75.48

Includes 2 lines of text additional line of text +£4.08 / +£6.24

Optional metal stake 15.5" +£23.94 / 23.5" +£30.60



Total cost:

125mm x 50mm including 15.5" stake = £66.60

150mm x 100mm including 15.5" stake = £99.42



Total cost:

125mm x 50mm including 15.5" stake = £70.68

150mm x 100mm including 15.5" stake = £105.66

+ delivery charge £16.74

For decision:

- Agreement to purchase 2 x memorial plaques for trees planted
- Length of metal stake if opted for
- Colour of backboard
- Size of plaque
- Agreement for text