

Kirtling and Upend Parish Council

Draft Minutes of Parish Meeting held on **Monday 30th June 2025** **at 7pm**

Present: Cllr J Kiteley, Cllr J Dennis, Cllr R Rickcord
Apologies: R Staunton (Chair), Cllr M Campbell
In Attendance: S Foister (Clerk), Cllr J Edge, Cllr J Lay, Cllr A Sharp

Action required

- 250630/01 Chairman's welcome and acceptance of apologies

Cllr Kiteley (Vice Chair) chaired the meeting and accepted apologies from Cllr Staunton and Cllr Campbell.
- 250630/02 To receive any declarations of interest
None declared.
- 250630/03 Public Forum
No members of the public were present.
- 250630/04 Minutes of the meeting held on 28th April 2025 were agreed as a true record.
- 250630/05 Matters arising from previous meeting
250428/08 The Fairhaven Estate has had the narrow stretch of footpath by the Village Hall cleared.
- 250630/06 To discuss the Parish Council's communications strategy
It was resolved to postpone this until the next meeting when Cllr Staunton would be present.

Cllr Lay commented that other local village council websites have details of meetings on their home pages where they can be easily found.

It was noted that dates of meetings and how to obtain agendas and minutes are now displayed on all 3 village noticeboards as well as posted online.

250630/07 Planning Applications

The following planning application decision was noted:

Proposal: Demolition of existing dwelling, with replacement (self-build) two storey dwelling, with PV panels, new detached garage/workshop, with adjacent air source heat pump and existing septic tank to be replaced with new treatment plant
Location: Banstead Farm Bradley Road Kirtling Newmarket
Reference: 25/00115/FUL
Status: Approved

Members noted that the following has been referred to the Planning Committee:

Proposal: To build a purpose-built Wildlife Veterinary Hospital including residential facilities
Location: Land Off Water Lane Lang Acre Kirtling
Reference: 25/00371/FUL

It was resolved not to send a representative or have a statement read out at this Planning Committee meeting.

250630/08 It was resolved under the Public Bodies (Admissions to meetings) Act 1960 that the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the nature of the business to be transacted.

Clerk: to submit response as per discussion.

250630/09 To discuss footpaths & watercourses
It was noted that footpaths will need to be reviewed again after we have some rain. Brambles were identified as a potential problem when walking with children and dogs if these are not cut back frequently.

250630/10 Correspondence received was noted:

- From Cambridgeshire County Council - re Public Rights of Way Hierarchy engagement exercise with key local stakeholders
- From ECDC - survey re. replacement of current county, city and district councils in Cambridgeshire and Peterborough with simpler unitary councils, instead of two tiers of local government
- From Dr Claire Wallace, Ecology Office, Cambridgeshire County Council re Protected Road Verges.

It was resolved to contact Dr Wallace to arrange a meeting to discuss maintenance and protection of our verges. It was resolved to contact our local contractor to clarify which verges they cut and when they plan to do this.

250630/11 Finance matters

The following receipts, bank transactions and balances were noted and authorised:

Bank transactions :

28/05/25	Village Hall Rental	£ 30.00
30/05/25	Clerk Salary (incl. additional hours)	£402.04
30/05/25	HMRC PAYE	£113.22
02/06/25	Scribe Accounts Sub	£ 28.80
11/06/25	Grass cutting	£630.00
17/06/25	Bank charges	£ 4.25
27/06/25	Clerk Salary	£201.04
30/06/25	Hall hire	£ 30.00

Bank Balances at 30/06/2025:

Community Account	£ 440.42
Commercial Instant Access	£53,709.14

250630/12 Councillors Forum

Cllr Edge – please see Appendix 1 for full report. Cllr Edge summarised that current priorities were SEND, transport to schools, the highways improvement

schedule, improvement of local bus services, and the reorganisation of local government.

Cllr Sharp urged members to complete and publicise the survey re. the replacement of current county, city and district councils in Cambridgeshire and Peterborough with unitary councils, instead of two tiers of local government. It was noted that refuse was being collected earlier during the warmer weather and the annual delivery of black bags was commencing.

It was noted that district councillors had attended a webinar from Eastern Powerhouse because they are looking at trying to set up a network of farm reservoirs to store water.

It was also noted that a review of bus franchising is planned to improve local services.

Cllr Lay reported that 72 people had now undertaken EAS/CPR training recently and it was hoped that some of those would be added to the Smart Sam app who could respond and offer assistance before an ambulance arrives. Training is being arranged for a further 20 people. Cllr Lay requested that the council review the number and location of defibrillators at the next meeting.

250630/13 Clerk's report
Clerk distributed advice from CAPALC on writing an IT Policy which is a requirement as part of the Annual Governance Statement for 2025/26.

250630/14 The date for the next meeting was confirmed as Monday 28th July at 7pm.

Sally Foister (Clerk)
Tel No: 01638 730963
Email: clerk@kirtlingandupend.co.uk

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Chair

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Date

Appendix 1

Cllr Jonny Edge

MONTHLY REPORT – JUNE 2025

COUNTY COUNCIL ANNUAL MEETING

The County Council held its annual meeting on Tuesday 20 May. Lucy Nethsingha was re-elected as Leader of the Council, and Lorna Dupré is now Deputy Leader of the Council.

The meeting appointed Chairs and Vice Chairs of its committees, and representatives to some of its major partners. I am now Vice Chair of the Council's Children and Young Peoples Committee and will also be sitting on the Highways and Transport Committee.

Speaking after the meeting, Cllr Nethsingha drew attention to the 'extraordinary challenges' of the rising number of older people needing social care and of children with special needs and disabilities. She said the new Liberal Democrat administration will 'make sure our council continues to be more caring, better connected and that Cambridgeshire continues to be a wonderful environment for all to thrive'.

ADULTS & HEALTH

Pressures ahead for Integrated Care Boards (ICBs)

NHS England has published what has been described as a 'draft blueprint of the future model of ICBs'. These local boards are responsible for planning, funding, and commissioning NHS services for their local populations.

Spending per head by ICBs, which varies across the country from £49 to just under £21, will be cut to £18.76. Plans on how ICBs will meet this new target should have been submitted by 30 May.

There will also be a shift in the functions of ICBs, including to neighbourhood health providers. Boards were told in March they must cut their running costs by around half by October 2025 and to focus on reducing duplication when making cuts. Health minister Karin Smyth recently revealed that no impact assessment had been conducted of the decision to reduce ICB running costs.

CHILDREN & YOUNG PEOPLE

School funding

The Cambridgeshire Schools Forum received a report on the final closing balance of maintained schools in the county (schools that are not academies).

The number of schools reporting a deficit revenue position at the end of 2024/25 has increased compared to previous years (37, compared to 31 a year earlier). The reasons for deficit budgets vary, but recurring themes include:

- Falling rolls between October 23 and October 24.
- Operation of unsustainable staffing structures compared to overall pupil numbers.
- Increase in staffing costs, not covered by funding uplifts.

- Having to operate additional classes due to infant class size legislation.
- Increasing cost pressures relating to SEND.

Bottisham Village College and many primary schools in the division have communicated with parents to explain that hard decisions are likely to be made over the summer to ensure financial stability. In most cases, schools' valuable support staff are likely to be hit first.

Special educational needs and disabilities (SEND) inspection

National inspectors from Ofsted and the Care Quality Commission (CQC) last month published their report on provision for children and young people with SEND in the county.

The County Council and the NHS are jointly responsible for the planning and commissioning of these services as part of the Cambridgeshire Area SEND Partnership, for children and young people with SEND in Cambridgeshire. The partnership has been given the middle rating of three possible outcomes.

The inspectors highlighted several areas of good practice, including a clear and coherent strategy, the capacity to improve provision, and strong relationships across the partnership. It made five recommendations for improvement:

1. Improved timeliness and quality of Education Health & Care Plans.
2. Improved access and shorter waiting times for specialist mental health pathways and neurodevelopmental assessments.
3. Better opportunities for 'co-production' with children and young people with SEND, so their voices and views are more fully included.
4. Improved support for children and young people with SEND as they prepare for adulthood, especially in mainstream schools.
5. Better communication of the local area partnership's offer, so that schools, services and families know about and understand what the area seeks to provide.

The council has already invested £500,000 to manage the increased demand for Education Health & Care Plans and approved a further £920,000 annual investment in February this year.

The full report is at <https://files.ofsted.gov.uk/v1/file/50276860>

COMMUNITIES, SOCIAL MOBILITY and INCLUSION (COSMIC)

Find your family in the library

Did you know that Cambridgeshire Libraries give you access to Ancestry, the database where you can search millions of historical documents and genealogy resources, including the 1921 census? Ancestry is available at the County Council's 33 libraries and is free to access with your library card.

ENVIRONMENTAL & GREEN INVESTMENT

Disposable vapes ban

From 1 June it will be illegal to sell or supply disposable vapes. The government ban is being introduced to tackle the impact of these items on the environment.

It is also hoped the move will help cut the number of children and young people vaping. Retailers caught breaking the law in England face a minimum £200 fine, with a prison sentence of up to two years for repeat offences. Trading Standards will be able to seize any single-use

vapes they find. It is estimated that almost five million single-use vapes a week are either littered or thrown away in general waste in the UK.

Fire service issue battery charging safety reminder

Charging batteries have caused six fires in homes across the county so far this year. Firefighters have been called to fires involving batteries being overcharged, resulting in thermal run-away from the lithium-ion contained in them and causing significant damage to people's homes.

HIGHWAYS & TRANSPORT

Capital highway maintenance programme – 2025/26

As part of the councils £59,332,000 Capital maintenance programme for 2025/26, the work scheduled for 2025/26 is shared in a separate document covering work across the whole of the Woodditton division. This will not include specific works to be covered by Local Highways Improvements (LHI) projects. There are also ongoing emergency works that arise with little warning. When they do occur the chair and clerk should also be copied into these notices.

I'll share progress against this work every couple of months and will be looking into how I can influence the priorities for our area in 2026/27. Highways was a significant focus throughout the election, and I remain committed to continuously finding better ways to engage Parish Councils and the wider community in work needing to be done; why some work can't be undertaken, or using expected methods; and on action taken to progress work that is scheduled.

Local Government Reorganisation

All 7 local councils are working together to explore options for the structure of the new local authorities. The three options on the table all following existing District boundaries:

Option A

- Cambridge City; East Cambridgeshire; South Cambridgeshire
- Fenland; Huntingdonshire; Peterborough City

Option B

- Cambridge City; South Cambridgeshire
- East Cambridgeshire; Fenland; Huntingdonshire; Peterborough City

Option C

- Cambridge City; South Cambridgeshire; Huntingdonshire
- East Cambridgeshire; Fenland; Peterborough City

Though the above options are not covered explicitly in the survey, it is important to be mindful of them when responding to strengthen the case for our area with the option you feel is most appropriate. The deadline for the survey is 20 July. Please share as widely as you can. You will be able to respond to this as a council, but individuals will also be able to respond independently.

<https://ow.ly/afFI50WcaN6>

<https://ow.ly/pJpE50WcaNh>

Cllr Jonny Edge, 07974 348141, jonny.edge@cambridgeshire.gov.uk

Woodditton Division – Capital Highways Maintenance Programme

Carriage Maintenance

Road No.	Parish	Street	Location	Works	2025/26
B1063	Ashley	High Street	30mph to Upend Rd	Prep for surface treatments in following year	included
B1063	Ashley	Silverley	Upend Rd to Suffolk Boundary	Prep for surface treatments in following year	included
B1061	Burrough Green	Bradley Road	Road narrows to County Boundary	Surface treatment	included
B1063	Cheveley	Newmarket Road	30 limit to 30 limit	Prep for surface treatments in following year	included
Unc	Cheveley	Moulton Road	B1063 to Suffolk Boundary	Prep for surface treatments in following year	included
B1061	Dullingham	Brinkley Road	Station Rd to Eagle Lane	Prep for surface treatments in following year	included
A1304	Dullingham	London Road	A1303 to 30mph	Prep for surface treatments in following year	included
C222	Dullingham	Station Road	A1304 to B1061	Surface treatment	included
C229	Kirtling	Malting End	Bradley Rd to Woodditton Rd	Prep for surface treatments in following year	included
C230	Kirtling	Newmarket Road	30 Saxon St to The Street	Prep for surface treatments in following year	included
C229	Kirtling	Mill Road	Cowlinge Rd to Bradley Rd	Prep for surface treatments in following year	included
Unc	Kirtling	The Street	Woodditton Rd to Cowlinge Rd	Prep for surface treatments in following year	included
B1063	Newmarket	Ashley Road	Suffolk boundary to Cheveley 30 limit	Prep for surface treatments in following year	included
C228	Stetchworth	Hall Farm	A1304 to B1061	Surface treatment	included

Footway and Cycleway Maintenance

Road No.	Parish	Street	Location	Works	2025/26
Unc	Ashley	The Orchard	Length	Prep for surface treatments in following year	included
Unc	Ashley	Silverley Way	Length	Prep for surface treatments in following year	included
Unc	Ashley	Mill Road	Length	Prep for surface treatments in following year	included
Unc	Ashley	Church Street	Length	Prep for surface treatments in following year	included
Unc	Bottisham	Pound Close	Length	Prep for surface treatments in following year	included
Unc	Bottisham	Bell Road	Length	Prep for surface treatments in following year	included
Unc	Bottisham	Bradford's Close	Length	Prep for surface treatments in following year	included
Unc	Bottisham	Arber Close	Length	Prep for surface treatments in following year	included
Unc	Bottisham	Peacock Drive	Length	Prep for surface treatments in following year	included
Unc	Bottisham	Tunbridge Lane	Length	Prep for surface treatments in following year	included
Unc	Dullingham	Brinkley Road	Length	Prep for surface treatments in following year	included
Unc	Dullingham	Station Road	Length	Prep for surface treatments in following year	included

Unc	Stetchworth	Strollers Way	Length	Prep for surface treatments in following year	included
Unc	Stetchworth	High Street	Length	Prep for surface treatments in following year	included
Unc	Stetchworth	Tea Kettle Lane	Length	Prep for surface treatments in following year	included
Unc	Stetchworth	Coopers Close	Length	Prep for surface treatments in following year	included
Unc	Stetchworth	Ley Road	Length	Prep for surface treatments in following year	included
Unc	Woodditton	Stretton Avenue	Length	Footway Slurry Seal	included

Locally determined minor capital schemes

Road No.	Parish	Street	Location	Works	2025/26
Various locations to be determined with year					£103,120

Rights of Way

Road No.	Parish	ROW	Location	Works	2025/26
Various	Ely, Soham, Little Thetford, Wicken, Stretham, Swaffham Prior, Swaffham Bulbeck, Lode	Footpath, Bridleway, Byway	Fen Rivers Way, Waterbeach to Ely	Fen Rivers Way: Improve accessibility and ongoing maintenance through replacing gates with mobility Kissing Gates and repairing surface where necessary.	£32,700
Various Byways	Various	Byway		Ensure all gates and restricted access points are BS5709 compliant. Scrub clearance around access points, creating legal minimum width gaps where required, ensuring safe level ground for access.	£65,500
BR13	Dullingham	Bridleway		Repair surface eroded by flooding and improve drainage	£5,450
Various	Reach, Burwell, Swaffham Prior, Stetchworth, Woodditton	Footpath	Devil's Dyke	Remove scrub & treat stumps on Devil's Dyke: Establishing PROW Surface along top of Devil's Dyke bank, which can be maintained within the ecological constraints.	£49,130

Signs and Lines

Road No.	Parish	Street	Location	Works	2025/26
C216	Bottisham	High Street	throughout	Prep for surface treatments in following year	included
B1061	Burrough Green	Bradley Road	school keep clear plus junctions	Prep for surface treatments in following year	included
B1063	Newmarket	Ashley Road	speed bumps	Prep for surface treatments in following year	included
C222	Stetchworth	Tea Kettle Lane	school keep clear plus junctions	Prep for surface treatments in following year	included
C228	Stetchworth	High Street	Junction of Tea Kettle Lane	Prep for surface treatments in following year	included