

Kirtling and Upend Parish Council

Draft Minutes of Parish Meeting held on

Monday 28th July 2025

at 7pm

Present: R Staunton (Chair), Cllr M Campbell, Cllr J Dennis, Cllr J Kiteley
Cllr R Rickcord

Apologies: Cllr J Lay

In Attendance: S Foister (Clerk), Cllr J Edge, Cllr A Sharp, Dr C Wallace (Cambridge County Council)

		Action required
250728/01	Chairman's welcome and acceptance of apologies Apologies were received from Cllr Lay.	
250728/02	To receive any declarations of interest None declared.	
250728/03	Public Forum No members of the public were present.	
250728/04	To discuss maintenance of road verges with Dr Claire Wallace, Ecology Office, Cambridgeshire County Council Dr Wallace informed councillors that she worked for the Biodiversity and Green Spaces Team and one of her responsibilities was for Protected Road Verges (PRVs) Her team are responsible for maintenance of the verges but liaise with other teams carrying out roadworks or construction within a certain radius of PRVs and advise how work should best be carried out. They have 67 PVRs a present and would like to expand this to include larger and connecting verges and for the criteria to include insects, other wildlife and veteran trees. There is a new Community Engagement Officer who is looking to recruit parishes who might be interested in starting some community based nature projects. Dr Wallace advised that, for wildlife purposes, the best thing is to cut verges twice in a year. quite early on in April would be ideal, and then one in September once everything sort of had a	

	chance to set seed. It was confirmed that verges in Kirtling are cut twice a year, in early June and mid August.	
250728/05	Minutes of the meeting held on 30 th June 2025 were agreed as a true record.	
250728/06	Matters arising from previous meeting 250630/07 It was noted that the council had since received correspondence from a resident with concerns about the deferral of a decision on the application for a Wildlife Hospital. It was confirmed that, whilst not opposed to the idea of a wildlife hospital, councillors still had serious concerns about the location and scale of the development and implications of such a change of use and that the council would reiterate its concerns before the next consultation.	
250728/07	To discuss proposed expenditure for 2025/26 Chair shared images and a quote for village boundary signs and it was resolved to purchase 6 (3 pairs) at a cost of £6000 plus installation. Total cost TBC. Chair showed some examples of timber bus shelters. Concerns were expressed about maintenance of timber and it was resolved to look into shelters in other materials that were aesthetically fitting. For both projects it was advised that the council seeks guidance from Highways and bus companies on regulations and permissions required for installation.	
250728/08	To discuss the Parish Council's communications strategy It was acknowledged that the council needed to consider the demographic of its residents in order to communicate effectively. The website needed to be updated regularly and old information taken down and the use of various social media platforms should be explored as well as having an email list residents could sign up to. The idea of producing a paper newsletter was also discussed. Issues were identified	

	with the potentially finding volunteers who had the time or the cost of employing someone.	
250728/09	To discuss the CCC Public Rights of Way Hierarchy engagement exercise Clerk to re-distribute information to inform members' response.	
250728/10	To schedule introduction of IT Policy and review of existing policies It was noted that councillors had received a template and guidance on writing an IT policy which was now required. Clerk would check any required edits to Standing Orders and Financial Regulations and distribute copies of other existing policies requiring review.	
250728/11	The following planning application notifications were noted: Members to noted the following Planning Committee decision: Proposal: To build a purpose-built Wildlife Veterinary Hospital including residential facilities Location: Water Lane, Kirtling Reference: 25/00371/FUL Decision: It was resolved to defer planning application 25/00371/FUL, for three months with a consultation period to take place following the submission of additional information and prior to the application being taken back to Planning Committee. It was noted that members and residents still shared concerns and would respond accordingly to any further consultation. Members noted the following proposals: Proposal: Proposed rooflight windows in connection with loft conversion	

	Location: Woodditton View Woodditton Road Kirtling Newmarket Suffolk Reference: 25/00760/FUL Proposal: Loft conversion, including side dormer roof extension Location: Woodditton View Woodditton Road Kirtling Newmarket Suffolk Reference: 25/00761/CLP Members expressed no concerns Proposal: To Vary Condition 1 (Approved Plans) of previously approved 24/01264/LBC for Refurbishment of existing farmhouse, Demolition of existing (non-historic) extension and rebuilding on the same footprint, Demolition of existing garage/outbuilding, New garage with annexe accommodation Location: Pratts Green Farmhouse Pratts Green Farm Malting End Kirtling Newmarket Reference: 25/00783/VAR Members expressed no concerns	
250728/12	To discuss footpaths & watercourses Nothing to report.	
250728/13	Receipt of the following correspondence was noted: From CCC Road Safety Education Newsletter From ECDC - Youth Fusion posters - East Cambridgeshire District Council is among the top 30% of district councils in the country when it comes to taking action against climate change in a report published by Climate Emergency UK Other - Email from resident expressing concerns about the deferral by the planning committee of the proposed Wildlife Veterinary Hospital and that	

	substantive planning issues may be overlooked and so Kirtling may not be protected from inappropriate development and the long-term implications this development could have on our community and landscape.																											
250728/10	Finance matters It was resolved to gift £1300 to the Village Hall Charity to contribute towards required works on the electrical installation at the hall. The following receipts were noted: <table><tr><td>CCC Grass Cutting Contribution</td><td>£1267.31</td></tr><tr><td>Bank interest</td><td>£ 30.90</td></tr></table> The following bank transactions were authorised : <table><tr><td>Accounting Software subscription</td><td>£ 28.80</td></tr><tr><td>HMRC – PAYE</td><td>£ 91.71</td></tr><tr><td>RS – reimbursement of website expenses</td><td>£ 476.44</td></tr><tr><td>Hutchinson verge cutting</td><td>£ 507.60</td></tr><tr><td>Village Hall Broadband contribution</td><td>£ 329.28</td></tr><tr><td>Bank charges</td><td>£ 4.25</td></tr><tr><td>Clerk salary</td><td>£ 200.84</td></tr><tr><td></td><td><u>£1638.92</u></td></tr></table> Bank Balances at 28/07/2025 were noted: <table><tr><td>Community Account</td><td>£ 2097.61</td></tr><tr><td>Community Instant Access Account</td><td>£51740.04</td></tr><tr><td></td><td><u>£53837.65</u></td></tr></table> It was noted that notification of a pay roll service price increase had been received. It was noted that part of the Village Hall broadband contribution for 3 x 6 month periods comprised of 2 delayed invoices.	CCC Grass Cutting Contribution	£1267.31	Bank interest	£ 30.90	Accounting Software subscription	£ 28.80	HMRC – PAYE	£ 91.71	RS – reimbursement of website expenses	£ 476.44	Hutchinson verge cutting	£ 507.60	Village Hall Broadband contribution	£ 329.28	Bank charges	£ 4.25	Clerk salary	£ 200.84		<u>£1638.92</u>	Community Account	£ 2097.61	Community Instant Access Account	£51740.04		<u>£53837.65</u>	
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250728/11	Councillors Forum Cllr Edge submitted a report in advance (please see appendix 1). Cllr Edge highlighted the reopening of the Household Support Fund, and the presentation of new Local Highway Improvement Plans to the																											

	Highways and Transport Committee in October for consideration. Cllr Edge also urged members to express an opinion both as a council and as individuals to the proposed local government reorganisation options. Members agreed to respond with a letter to ECDC and CCC outlining their specific concerns related to the options presented, being unable to support any of the existing proposals. Cllr Sharp accepted the need for re-organisation but expressed concerns about the reorganisation and the impact on rural parishes being 'swallowed up' by large city councils and being impacted financially by current debts. There were also concerns expressed about the lack of public consultation to date.	
250728/12	Clerk's report Nothing to report.	
250728/13	The date for the next meeting was confirmed as Monday 29th September at 7pm.	

Sally Foister (Clerk)

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Chair

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Date

Appendix 1

Cllr Jonny Edge

MONTHLY REPORT – JULY 2025

LOCAL GOVERNMENT REORGANISATION

Proposals for new ‘unitary’ councils to replace our county and district councils continue to be developed and have been narrowed down to three options. All three divide Cambridgeshire & Peterborough into just two councils, as follows.

Option A

- East Cambridgeshire, Cambridge and South Cambridgeshire
- Huntingdonshire, Fenland and Peterborough

Option B

- Cambridge and South Cambridgeshire
- East Cambridgeshire, Huntingdonshire, Fenland and Peterborough

Option C

- Huntingdonshire, Cambridge and South Cambridgeshire
- East Cambridgeshire, Fenland and Peterborough

The County Council will be supporting further work on Option A, while the leadership of East Cambridgeshire District Council is supporting Option B.

Option A is the only option which retains East Cambridgeshire’s links with Cambridge, where a huge proportion of East Cambs residents work, study, obtain health care, and travel for leisure and entertainment. Options B and C would remove any democratic input by East Cambridgeshire residents into decisions which have major impacts on their lives.

The existing Cambridgeshire & Peterborough councils must write to the Government by the end of November, with proposals for no more than three different options. Each council leader can support only one option.

Final power rests with the Government, who may choose or amend any of the above proposals or even substitute them with a proposal of their own. The Government must consult on whatever it proposes.

An East Cambs parish forum will also take place on Wednesday 9 July at 2:00PM.

Meanwhile, there is a survey—not a consultation—which closes on 20 July. I would strongly encourage the council to respond with strong responses for our connection to Cambridge but would also encourage individuals responding as they see fit.

<https://can-campaigns.co.uk/local-councils-in-cambridgeshire-and-peterborough-are-changing/>

STRATEGY RESOURCES & PERFORMANCE

End of year sees smaller overspend than predicted

The council ended 2024/25 with a revenue overspend of £4.45M. While no overspend would be preferred, it is less than predicted, and Cambridgeshire County Council remains in a healthier financial position than many other authorities. Cuts from national government are biting everywhere. Capital expenditure for the year was closer to plan than anticipated, a much-improved position on previous years.

Performance report

A new style report brings together a review of the council's performance across all its services. The report can be found as the Appendix to Item 8 at <https://cambridgeshire.cmis.uk.com/ccclive/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2314/Committee/71/SelectedTab/Documents/Default.aspx>

ADULTS & HEALTH

New public health strategy

A variety of contracts have been retendered for home adaptations, adult social care transport, drug and alcohol services, and adult weight management services. The committee also reviewed and endorsed a new Public Health Plan to 2030. Priorities identified in the strategy are obesity, particularly in children in deprived areas; mental health and wellbeing; smoking and preventable mortality; and health and work support initiatives.

Health scrutiny

The council's Constitution & Ethics Committee has agreed to recommend that the Council set up a separate Health Scrutiny committee. The intention is to increase the focus of the council's scrutiny of our health partners.

ASSETS & PROCUREMENT

Breaches of procurement rules

The council's Assets & Procurement Committee considered its first report on breaches of procurement policy or legislation, several of which date back more than five years.

There were more breaches than originally expected, however none involved fraud, corruption or financial irregularities.

Under the Liberal Democrats, action is being taken to change organisational culture and ensure transparency in procurement. Corporate performance in this field is generally improving.

CHILDREN & YOUNG PEOPLE

New ways of building schools

The council has agreed to enable academy schools to lead on construction of some expansion projects on their premises, and developers to lead on some new build schools. The council has also agreed a new service in Harston with residential placements for two children with complex needs.

COMMUNITIES, SOCIAL MOBILITY and INCLUSION (COSMIC)

Adult learning services earn high praise from Ofsted

Learners and apprentices through the council's adult learning services thrive due to the warm, nurturing and inclusive learning environment and substantial new knowledge and skills they learn, says a recent Ofsted report.

Cambridgeshire Skills offers education and training for adult learners in the county, the largest programmes of which are tailored learning, adult skills and family learning. Courses are run by sub-contractors and are offered online and in around 87 community venues across Cambridgeshire, including community centres, libraries and schools. The service works closely with the county council's Learning and Development team to provide apprenticeship opportunities.

The Ofsted inspection of the two teams, which took place in late April and early May, found the overall effectiveness of the service to be Good. It judged the behaviour and attitude of learners to be Outstanding, with a rating of Good awarded in every other category.

Household Support Fund (HSF) reopens

Applications to the HSF reopened in April. The Fund is provided by Government to support households experiencing immediate financial hardship and the rising cost of living.

The Fund will run from Tuesday 1 April 2025 to Tuesday 31 March 2026. Eligible households can apply for one £110 voucher in this period. More information, including eligibility criteria and application form, can be found on our website.

Please email CommunityCV@cambridgeshire.gov.uk with any further queries.
www.cambridgeshire.gov.uk/council/communities/support-with-the-cost-of-living/household-support-fund

ENVIRONMENTAL & GREEN INVESTMENT

Government steps in to take control of Fens reservoir plans

The Government has announced it is stepping in to take over delivery of nine reservoirs, including the Fens reservoir planned near Chatteris. The announcement indicates that this will ‘accelerate’ completion of the reservoir, though it gives no date, and it is not clear how much faster the Government could start water flowing than the currently advertised date of 2036.

Planning for a low carbon, resilient energy future

An informal engagement survey is seeking the views of Cambridgeshire residents on the future of renewable energy, net zero, and energy in our county.

The county council is keen to hear from parish councils, local businesses or community groups. To get involved, visit the Local Area Energy Plan webpage.

www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment/climate-change-action/low-carbon-energy/local-area-energy-planning

Council recognised for climate leadership

Cambridgeshire County Council has been ranked as one of the top-performing councils in the country for the action it has taken towards Net Zero.

The Council achieved a score of 55 per cent in the Climate Action Scorecards published by Climate Emergency UK, placing it second among all comparable local authorities in England. The score marks an improvement of 11 per cent from 2023, making Cambridgeshire County Council ‘one of the most improved county councils’, according to Climate Emergency UK.

The Scorecard assesses more than 400 councils and combined authorities against a broad range of climate criteria, including transport, buildings and heating, biodiversity, planning, governance, waste, and community engagement.

Local Nature Recovery Strategy

Consultation on the new Local Nature Recovery Strategy is expected to open on 18 July. The document is detailed but very well put together and informative.

<https://naturalcambridgeshire.org.uk/>

HIGHWAYS & TRANSPORT

Local Highways Improvement Panel meets to score bids

The East Cambridgeshire Local Highways Improvement (LHI) Panel, consisting of five councillors, met last month to score three 'complex' funding bids, from Sutton, Haddenham, and Littleport. Recommendations for these schemes, along with nine 'non-complex' schemes scored by council officers, will be presented to the Highways & Transport Committee in October for consideration. Three of these cover LHIs in the Woodditton division.

Public rights of way

Parish councils have been invited to help develop a public rights of way (PROW) hierarchy. The hierarchy will rank local rights of way by their importance to our communities. This includes gaining an understanding of routes that are important for utility journeys (such as accessing workplaces, schools or services) and for leisure and recreation.

A questionnaire has been sent to all parish councils for feedback on the rights of way used in our local areas. Parish councils are invited to contact local walking or cycling groups, or other local rights of way users, for their input. The questionnaire will close on Thursday 31 July.

Guided Busway safety

By historical accident, the Cambridgeshire Guided Busway is regulated by the Health & Safety Executive, rather than as a typical highway or a typical railway. Following the recent prosecution relating to three tragic deaths between 2015 and 2021, the council has agreed to fence its entire length and remediate flooding at three key points.

A14 retrospective

There is unanimous agreement across the council about the unsatisfactory performance of National Highways in its improvement programme on the A14. The project left a very large number of unresolved issues in its wake, and the council is continuing to engage with National Highways to seek resolutions to these.

Highways satisfaction survey

At least 3,300 Cambridgeshire residents are being asked for their views on the County Council's highways and transport services in the National Highways and Transport Public Satisfaction survey. In this annual survey they will have the opportunity to comment on everything from the condition of roads and footpaths to public transport and the quality of cycling facilities.

A questionnaire is being sent to a random sample of residents, followed by a reminder. Those who receive a copy are being encouraged to take part. They can do so either by

post or online. Local and national results will be published in late-October 2025, and the council will use the feedback to manage and improve local services.

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