

CHRISTCHURCH PARISH COUNCIL

Parrock View, 358 High Road, Newton-in-the-Isle, PE13 5HS

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Clerk: Dave Gibbs

To Members of the Public and Press

3 December 2025

You are invited to attend a meeting of Christchurch Parish Council
to be held in Christchurch Community Centre
for the purpose of transacting the following business.

On Monday 8 December 2025 at 7.30pm

**Members of the public and press are invited to address the Council
at its Public Time from 7.35pm to 7.50pm**

Yours truly

Dave Gibbs

(Clerk/Proper Officer)

AGENDA

**Members are reminded that they need to declare any personal or prejudicial interest
and reason before an item discussed at this meeting, under the
Model Code of Conduct Order 2001 No 3576**

127/25-26 Apologies for Absence

To receive and consider apologies from those members not present

128/25-26 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the
Council

129/25-26 Public Time

To receive representations from members of the public regarding issues pertinent
to the Council

130/25-26 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 10 November

131/25-26 Matters Outstanding

- a) Fenland District Council Infrastructure Delivery Plan
- b) Public defibrillators
- c) Parking outside Townley School
- d) Village skip
- e) Green Lane reinstatement
- f) Overhanging vegetation

132/25-26 Police Report

To receive a report on policing matters in the area since the last meeting

133/25-26 County & District Councillors Reports

To receive reports from Cllrs Fisher, Galbraith, Roy and Summers

134/25-26 Clerk's Report

To receive a report on meetings attended and correspondence received

135/25-26 Members and Residents Issues

To consider any matters raised by Members of the Council and local residents

- a) Blocked drains - Orchard House and 3 Upwell Road

136/25-26 Recreation Ground

To receive a report on progress since the last meeting

137/25-26 Nature Park Project

To receive a report on progress since the last meeting

138/25-26 Village Centre Regeneration Project

To receive a report on progress since the last meeting

139/25-26 Clarion Garden Project

To receive a report on progress since the last meeting

140/25-26 Highways

- a) To receive a report from the Clerk regarding the 2025/26 Local Highway Improvements project for Wayside Estate
- b) To discuss concerns regarding the condition of the Sixteen Foot Road
- c) To consider and agree schemes to be nominated under the Capitally Funded Highway Maintenance programme for 2026/27
- d) To agree a project for submission to the Local Highway Improvement scheme for 2026/27

141/25-26 Finance

To consider and resolve on the following matters:

- a) To receive an updated financial statement for the period to the end of October
- b) To note the following sum received:

NatWest Bank (interest).....£	20.12
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- c) To note the following sums paid by debit card:

Westcotec Ltd (MVAS battery).....£	109.80
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- d) To approve the following payments:

Clerk salary and home office allowance.....£	398.15
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- e) To agree a list of projects for inclusion in the budget for 2026/27

142/25-26 Santa Run

To confirm the arrangements for this year's Santa Run

143/25-26 Public Time

To receive comments and suggestions from members of the public

144/25-26 Matters for Next Meeting

To discuss future agenda items from Councillors

145/25-26 Date of Next Meeting

To confirm the date of the next meeting of the Council as Monday 12 January 2026

CHRISTCHURCH PARISH COUNCIL

Minutes of a meeting of Christchurch Parish Council held in the Community Centre on Monday 10 November 2025 at 7.30pm

Present: Cllrs A Sparrow (Chairman), J Bliss, B Burfield, R Feeney, J Hayes, J Hughes, S Potter, D Gibbs (Clerk), five parishioners

107/25-26 Apologies for Absence

Cllr S Fisher (CCC), Cllr C Galbraith (CCC), Cllr D Roy (FDC), Cllr M Summers (FDC), PC L Foster-Bentham (Cambridgeshire Constabulary)

108/25-26 Chairman's Announcements

The Chairman welcomed everyone to the meeting and thanked those who had attended the Remembrance Sunday service at the war memorial.

109/25-26 Public Time

A resident asked about the vacant bungalow near the former Chapel. The Clerk informed the meeting that Clarion Housing Group would determine the future use of the property but there is usually a significant delay in bringing vacant properties back into use.

Overhanging vegetation was reported in Church Lane. The Clerk will draft a letter to be delivered to all properties with vegetation obstructing the pavements.

A resident notified the Council that he had reported a street light not working at the junction of Crown Road and Wayside Estate, but it had not been repaired. The Clerk will investigate.

Recent incidents of hare coursing were reported.

A possible reduction in the speed limit on Padgetts Road was mentioned. The Chairman indicated that this may be possible once the new houses have been constructed.

110/25-26 Confirmation of Minutes

The minutes of the meeting held on 13 October were correctly recorded and signed as being a true record.

111/25-26 Matters Outstanding

- a) Fenland District Council Infrastructure Delivery Plan - To be discussed with Cllr Roy.
- b) Public defibrillators - The Clerk reported that the defibrillator at the Dun Cow has still not been registered on The Circuit and the cabinet may have been unplugged from the power supply. A new battery and pads are required. The Clerk will purchase these. The District Council responded to the Clerk's enquiry about mounting a defibrillator on a post. This would require a new metered supply from UK Power Networks and the District Council would not arrange installation. Alternative solutions will be explored.
- c) Parking outside Townley School - No progress.
- d) MVAS battery replacement - The new batteries have been delivered.

112/25-26 Police Report

Nothing to report.

113/25-26 County & District Councillors Reports

In the absence of the County and District Councillors, no reports were received.

114/25-26 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a meeting with the Probation Service on 24 October.

Correspondence included a traffic order for the closure of Fifty Road from 10 November to 19 December, a County Council business planning survey, the results of the public survey on the Local Government Reorganisation, an invitation to the District Council Chairman's Carol Service, the relaunch of the Golden Age gift collection for older people, next year's precept form and concurrent functions grant prediction, a Norfolk County Council traffic order for the closure of Town Street, Upwell from 17 to 21 November, Healthwatch Older People's Partnership board vacancies, an invitation from Manea Parish Council to a Fens Reservoir Community Liaison Group meeting, and the launch of the Fens Reservoir stage 3 consultation.

115/25-26 Members and Residents Issues

- a) Green Lane reinstatement of verge - Members considered a proposal to consult with residents of Green Lane to seek their support for a Probation Service Payback project to reinstate the grass verge on the east side of Green Lane. They resolved to proceed with the consultation and asked the Clerk to produce a letter to residents. Cllr Hayes offered to deliver the letters.
- b) Possible unauthorised development - Members asked the Clerk to clarify whether the District Council's Planning Enforcement officers had visited the site.
- c) Village skip - Cllr Bliss reminded Members that many years ago, the Council provided a skip once each year to assist residents in disposing of their unwanted items. Members considered the possibility of reviving this tradition and agreed to consult residents via The Heron and Facebook.
- d) Property in Crown Road - Cllr Hayes reported that there has been no change of circumstances and further incidents had taken place.

116/25-26 Recreation Ground

Nothing to report.

117/25-26 Nature Park Project

Cllr Sparrow reported that the field has been sprayed again. Tender documents for the next phase of works were sent to three suitably-qualified contractors and all three have submitted tenders. Members considered the three submissions and resolved to appoint Giles Landscapes and Management Ltd.

118/25-26 Village Centre Regeneration Project

Cllr Sparrow reported that he has prepared a scoping document for consideration at the working group meeting on 26 November.

119/25-26 Clarion Garden Project

The Probation Service has been unable to commence the work, but this will start shortly. Clarion's landscaping team will remove the green waste. Once the site is cleared, a plan can be drafted and access issues confirmed.

120/25-26 Highways

- a) Wayside Estate - The Clerk advised Members that the 2025/26 Local Highway Improvement application for Wayside Estate has been approved. The Clerk will meet with the Project Officer later this month to discuss an implementation plan. Members agreed to consult with the residents of Wayside Estate and Townley School parents, via the school. The Clerk will prepare consultation letters for Wayside Estate and Cllr Hayes offered to deliver them. Cllr Sparrow will consult with Townley School.
- b) Sixteen Foot Bank - Cllr Sparrow advised Members that he had spoken to Mr Chappell, who will respond before the December meeting. It was noted that the two defect reports on the highway reporting system had both been closed with no further action. The Clerk offered to arrange a meeting between Cllr Feeney and the Local Highways Officer to enable him to discuss his concerns regarding the condition of the road.
- c) Local Highway Improvements 2026/27 - Members discussed potential projects for submission for the next round of LHI funding. Improvements to the junction of Church Road, Upwell Road and Green Lane and elements of the Village Centre Regeneration Project were suggested.

121/25-26 Finance

- a) The management accounts as at 31.10.25 showed income of £35,526.44 and expenditure of £16,734.48, resulting in a surplus of £18,791.96 and total funds held of £56,817.50.
- b) Members noted the following sums received since the last meeting:

Fenland District Council (precept instalment).....	£11,100.00
NatWest Bank (interest).....	£ 23.63
- c) Members noted the following sums paid by debit card:

RBL Poppy Shop (wreath)	£ 34.49
Post Office (stamps)	£ 13.92
- d) Members noted the following sums paid by direct debit:

Information Commissioner's Office (registration).....	£ 47.00
HMRC (tax and national insurance)	£ 349.57
- e) Members approved the following accounts for payment:

Clerk salary and home office allowance	£ 397.95
Fenland Leisure Products Ltd (play equipment repairs)	£ 1,443.06
- f) Members considered potential projects for inclusion in the budget for 2026/27. In addition to the Nature Park, Village Centre Regeneration and Clarion Garden projects, they agreed to consider the refurbishment of the skatepark.

Members also resolved to develop a 3-year plan to clarify the expenditure needed for these projects and consider potential sources of additional funding to facilitate the timely delivery of the proposals. A meeting will be arranged to start the process of formulating the new plan.

122/25-26 Policies and Procedures

Members considered the following policies and procedures and resolve to readopt them:

- a) Complaints Procedure
- b) Grievance Policy
- c) Disciplinary Policy

123/25-26 Santa Run

The Clerk confirmed that Fenland Farmers Santa Run will start at the Farmer's Boy at 5.00pm on the evening of 20 December. Three tractors will take part this year. Volunteers are needed to act as stewards for public safety.

124/25-26 Public Time

No further issues.

125/25-26 Matters for Next Meeting

Defibrillators.

126/25-26 Date of Next Meeting

The date of the next meeting of the Parish Council will be Monday 8 December.

DRAFT

Agenda Item No.	134/25-26	Christchurch Parish Council
Meeting Date	8 December 2025	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Report

Meetings Attended

Cambridgeshire Highways re Wayside Estate - 26 November

Correspondence Received

Cambridgeshire County Council

Roadworks and events bulletins

Traffic order for the closure of Fifty Road - 10 November to 19 December

Traffic order for the closure of Sixteen Foot Bank - 2 to 9 December

Traffic order for the closure of March Road, Tipps End - 6 January to 3 April

Traffic order for the closure of Church Road - 2 to 6 February

Cambridgeshire Matters newsletter

Local Government Reorganisation final submission

Budget briefing - 11 December

School Admissions Appeal Panel volunteers required

Capitally funded highways maintenance scheme proposals

Christmas Holiday Activities and Food programme

Fenland District Council

Local Government Reorganisation final submission

The Fenlander newsletter

Wisbech Christmas Fayre - 14 December

Golden Age Fair at GER Club, March - 12 December

Free weekly food waste collection to start in June

NALC - Events update, Chief Executive's bulletin

CAPALC - Bulletin, training, new staff, legal bulletin

Cambridgeshire and Peterborough Combined Authority - Members newsletter

Cambridgeshire ACRE - Staying in Touch newsletter

ACRE - Village Halls Week - 16 to 22 March

City Fibre - Project Gigabit

Queen Elizabeth Hospital - Modernising our hospital newsletter

CPRE - Environment Agency Dry Weather Update

Marie Curie - Request for donation

Anglian Water - Fens Reservoir Stage 3 consultation deadline - 10 December

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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Christchurch Parish Council - Receipts & Payments Summary as at 30.11.25

Income	Year to Date	Budget	%
FDC Precept	£ 22,200.00	£ 22,200.00	100.00
FDC Concurrent Functions Grant	£ 2,567.00	£ 2,567.00	100.00
Allotment Rents	£ -	£ -	0.00
Allotment Rates	£ -	£ -	0.00
Community Centre	£ -	£ -	0.00
Grants	£ 10,000.00	£ 10,000.00	100.00
Donations	£ -	£ -	0.00
Recycling Credits	£ 292.97	£ -	#####
Bank Interest	£ 246.59	£ 450.00	54.80
VAT Refunds	£ -	£ 3,275.04	0.00
Miscellaneous	£ 240.00	£ -	#####

Total Income £ 35,546.56 £ 38,492.04 92.35

Expenditure

Clerk's Salary	£ 3,854.11	£ 6,125.00	62.92
Fees	£ 522.00	£ 470.00	111.06
Subscriptions	£ 445.03	£ 590.00	75.43
Admin Expenses	£ 159.86	£ 350.00	45.67
Insurance	£ 2,421.76	£ 1,600.00	151.36
Drainage Rates	£ 107.47	£ 120.00	89.55
Recreation Ground	£ 2,142.55	£ 2,500.00	85.70
Nature Park	£ 1,580.56	£ 9,500.00	16.64
Village Centre	£ -	£ 3,000.00	0.00
Churchyard	£ -	£ 745.00	0.00
Community Centre	£ 166.46	£ 2,000.00	8.32
Street Lights	£ 4,627.65	£ 5,800.00	79.79
Section 137 Payments	£ 360.00	£ 1,000.00	36.00
Highways	£ -	£ 4,000.00	0.00
Recoverable VAT	£ 1,767.82	£ 1,750.00	101.02
Tree Works	£ -	£ -	0.00
Miscellaneous	£ 532.97	£ -	#####

Total Expenditure £ 18,688.24 £ 39,550.00 47.25

Summary

Total Income	£ 35,546.56
LESS Total Expenditure	£ 18,688.24

Net Surplus or Deficit £ 16,858.32

Balance Sheet

Balance B/fwd	£ 38,025.54
Surplus or Deficit	£ 16,858.32

Balance C/fwd £ 54,883.86

Represented by

Barclays Community Account	£ 658.23
Barclays Business Premium Account	£ 26,943.54
NatWest Current Account	£ 986.56
NatWest Deposit Account	£ 26,295.53
Cash / Cheques	£ -

£ 54,883.86