Parish Council Meeting Minutes

Great & Little Chishill Parish Council
Meeting Minutes, 17th September 2026

Present: Cllr Charles Hall (Chair), Cllr Suzanne Fowler, Cllr Jenny Isted, Cllr John Ridge
Members of the public: Peter Gale (co-opted to the Parish Council during the meeting)
Minutes: A Lorenz, Parish Clerk

Meeting started: 19.30
Meeting ended: 21.00

1 Apologies for Absence
Cllr Simon Dring

2 To receive any Declaration of pecuniary and non-pecuniary Interest of Councillors
Cllr Hall declared an interest in the pending planning decision on the development of 8 houses off Hall Lane.

3 Approval of the minutes of 16th July and 20th August
The minutes of the Parish Council meeting of 16th July 2026 were approved and signed and initialled by the Council Chair. The additional Council meeting of 20th August was chaired by Cllr Dring in his capacity as Vice-Chair of the Council.

Resolution
Approval of the minutes of the 20th August meeting to be deferred to the next Parish Council so that they can be signed by the meeting Chair.

4 Co-option to the Parish Council: P Gale
Cllr Hall welcomed Peter Gale to the Parish Council. Peter Gale signed his declaration of acceptance of office as a co-opted member of Great & Little Chishill Parish Council. The signature was witnessed and confirmed by the Parish Clerk.

5 Public Participation
No members of the public were presented during the meeting form this point forward.

6 Parish Council policies: Standing Orders, Financial Regulations, Safeguarding
Several members of the Parish Council requested additional time to scrutinise the draft Standing Orders and Financial Regulations. The Clerk presented a first draft safeguarding policy for input by Council members.

DRAFT

Parish Council Meeting Minutes

Resolution
All drafts are to be discussed for adoption or amendment at the October Parish Council meeting.

7 Finance and banking, July and August 2026
The Clerk presented finance sheet, bank statements and hard copies of invoices for the month of July. The financial data for July 2026 were approved during the meeting and signed by Cllr Gale. As there was no more recent statement for the deposit account (due to almost complete lack of bank transactions in August) as yet, the Clerk asked to present the August data alongside the September data at the next Parish Council meeting.

Cllr Hall stated that he had not received any communication for Barclays regarding his signatory status. The Clerk confirmed that the mandate change had been enacted and that she could see Cllr Hall as a signatory in the online banking dashboard.

Resolution
The Clerk is to contact Barclays and request that Cllr Hall's online access be enabled promptly.

8 Review Council assets
The Clerk reported on the necessity to undertake an asset register review as recommended by the internal audit report. She suggested that the Parish Council should formally adopt the defibrillator mounted on the outside of the Village Hall, since the Council is paying for the spares for this (donated) device already. There was a concern that the Parish Council could become responsible for a maintenance schedule without having the required expertise if it were to pass a vote to adopt.

Resolution
The Clerk is to contact P Homent, trustee of the donor charity, and clarify the maintenance schedule and arrangements (Cc Cllr Hall). She is also to check with the Village Hall regarding their understanding of the situation.

9 Review Council affiliations and subscriptions
The Parish Council currently only maintains an affiliation with CAPALC; the Clerk pays for her professional membership in SLCC.

Cllr Hall regarding has received marketing emails from Cambridgeshire ACRE, inviting resubscription by Great & Little Chishill Parish Council. Cllr Hall reported on prior interaction with ACRE over the initial planning application for 8 houses off Hall Lane. On this occasion the relationship with ACRE had been unsatisfactory; ACRE instigated a survey of local housing needs on behalf of the developer, but did not share primary data returns with the Parish Council members who had carried out the actual leafletting. ACRE was not felt to be an entirely benign actor during this process by the then Parish Council members.

DRAFT

Parish Council Meeting Minutes

Overall, the Parish Council was not persuaded that renewing membership in ACRE at this point in time would yield discernible benefits.

Resolution
Council members will keep an eye on free events offered by ACRE; the Clerk is to share news of pertinent events with local community groups, aided by Cllr Isted. Membership to be revisited after feedback on the ACRE event programme.

10 Playground refurbishment WG update
The Clerk reported on her conversation with Barclays regarding an additional project account for the refurbishment and her research into VAT and audit matters. Cllr Isted reported on the status of local fundraising towards the playground refurbishment.

Resolution
The Parish Council will start exploring grant options for match funding. All paperwork from research undertaken informally by local parents to date is to pass to the Clerk.

11 Planning and enforcement [Hall Lane Development, Rabbit Residence, Bridgefoot Farm, North Hall Farm, Barley Road]
The Clerk has received an update from Chris Braybrooke. His email was entered into the record. Not all of the sites enquired about have yet been allocated case officers.

The slot for compliance with the enforcement notice served to the caravan occupant at the Rabbit Rescue site runs out in March 2027.

Resolution
The Clerk is to keep in touch with planning enforcement and update the Parish Council on any developments.

The Clerk reported on the draft section 106 response tabled by Greater Cambridge Shared Planning in conjunction with the potential Hall Lane development (shared ahead of the meeting) and asked for input. The meeting chose not to debate or vote on this matter, as councillors felt unable to make informed input without first consulting the local community groups who manage recreational activity in the parish. Cllr Isted is to liaise with the Playing Field Association and Village Hall in this regard.

The Clerk is to send a holding reply to Greater Cambridge Shared Planning and explain that answers must be relevant to existing assets.

12 Questions on District and County Councillors' reports
No questions were raised.

DRAFT

Parish Council Meeting Minutes

13 Responses to parishioners (safety mirror, safeguarding)

The Clerk had received an enquiry from a parishioner concerning the new safety mirror purchased by the Parish Council for the central Great Chishill junction. Could this mirror be put to alternative use, should erecting it at the central junction prove too complex? Suggested alternative use: donating it to the Windmill Trust. The meeting took the view that the mirror ought to be used for the purpose it was originally purchased for, that is replacing the existing safety mirror.

Resolution

The Clerk is to contact Cllr Dring on the status of the mirror replacement project.

The Clerk shared a draft response to a parishioner on the issue of the Parish Council's lawful powers in safeguarding matters. Several councillors suggested clarifications and amendments.

Resolution

The Clerk is to implement amendments and share a final draft with the Chair.

14 To accept notices & matters for the next agenda

- Repairs to historic village lockup
- Playground refurbishment, progress
- Highways issues (especially in Little Chishill)
- Attendance of District and County Cllrs

15 Employee Contract Review

The Clerk made a formal request for amendment of her contract by means of a letter of variation for the purposes of

- Officially closing the probationary period
- Resolving the discrepancy between weekly and monthly time and salary calculations
- Reviewing working hours
- Bringing her contract in line with the pertinent 2026/27 public sector pay agreement.

The Council Chair will facilitate a review of the Clerk's contract by the Parish Council and inform the Clerk of the result.

These minutes have been approved as a true account of the Parish Council meeting held on 17th September 2026.

Signature: Date:

Charles Hall, Chair of the Parish Council

DRAFT