

FENSTANTON PARISH COUNCIL
Minutes of the full Parish Council Meeting
Fenstanton & Hilton Primary School, Fenstanton
Thursday 14 September 2017 @ 7.30 pm

Present: Cllr Caswell (Vice Chairman and Chair of this meeting)
Cllr Buchanan
Cllr Dockerill
Cllr Henderson
Cllr Lee
Cllr Richards
Cllr West
District Cllr Mead

In Attendance: Mrs M Kania (Clerk) and Miss A Eggett (new Clerk)

Cllr Caswell welcomed all present including three parishioners.

Public Consultation

A request was made for an update on 18 conifers planted along Simmer Piece without permission. Cllr Clerk confirmed the County Council had met with the owner and an instruction had been issued for their removal. **Clerk to raise this with Cllr. Bates.**

Members of the Village Sports Day Committee were present and requested an update on their funding request for the 2018 Sports Day. Cllr Caswell confirmed this would be presented to the next Finance & Constitution meeting on 26 October.

Proposed – Cllr Caswell; Seconded Cllr Henderson

The Parish Council meeting began at 7.35

17.063 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Kent (Chairman), Dartford, Pryke, West, White and Bates.

17.046 DECLARATIONS OF INTEREST

There were none.

17.065 TO APPROVE THE MINUTES OF THE LAST MEETING 13 JULY 2017 (APPENDIX A)

There were approved subject to amending the attendee list (Cllrs Bates, Mead and Dartford were not present.

Proposed – Cllr Henderson; Seconded – Cllr Lee. Agreed and signed.

17.066 MATTERS ARISING FROM THE MINUTES OF 13 JULY 2017

Attendee list to be updated as above.

17.067 ACTION LOG

To be introduced from 1 September 2017 with a rolling update. This would be useful from an audit point of view as well as general activity progress.

Proposed – Cllr Caswell; Seconded – Cllr Henderson. Vote : All in favour

17.068 POLICE REPORT (APPENDIX B)

Previous problems with updates had now been resolved and the Parish Council was now signed up for more localised statistics. There had been very little report for August and part September).

17.068.1 Cllr Dockerill stated that the Bowls Club had been broken into the week prior to this meeting. Cllr Caswell asked for more information if anybody had it. It would be useful to compare and feed back to the local reports received.

17.069 CORRESPONDENCE & CLERK'S REPORT

17.069.1 Requests for funding for the Fenstanton Village Sports Day and the new Rainbow Guiding Group to be considered at the next Finance & Constitution meeting (26 October 2017).

17.069.2 Village pond clearing proposed dates of 7 or 14 October were noted.

17.069.3 Bus service

There was a lengthy discussion regarding the bus service to the village. Cllr Mead confirmed he had spoken to Cllr Bates and got the very clear impression that in 12 months' time the villages affected would have no service at all. He felt it vital the Parish Council proved to the County Council how unfair this would be and how much the village needed a service and suggested presenting the County Council with a business plan to bridge the gap. Cllr Lee reminded members that the precept is part of the rates bill for parishioners and if this were to be increased to subsidise a bus service the Parish Council would need a lot of support from residents. Cllr Caswell suggested approach Whippet regarding costs from Fenstanton and for costs from Fenstanton to Bar Hill. Cllr Mead confirmed that CC should have these figures and members were to approach County Council then Cllr Bates could get involved.

Cllr Lee proposed finding out what the service currently costs, what subsidies it received and how many people used it. Cllr Mead felt this was a good idea and agreed to help set up a meeting with the County Council and at that level Cllr Bates would be involved. He suggested members needed to approach them in a proactive manner and be seen to be looking at ways of raising funds. Members must discuss all options open and costs would be vital; they should also bear in mind that they may need to go out to parishioners. Cllr Mead felt two or three members should be involved in this meeting; **Cllrs Caswell, Henderson and Lee agreed to attend. Cllr Mead confirmed he would be in touch with the Clerk in due course.**

Cllr Henderson agreed stating it would be impossible to manage this situation very quickly and without increasing the precept by a larger amount. He reminded members

there were other expenses coming up. The bus service situation would also impact any planning considerations as the village had in effect lost an important facility. Cllr Saunderson felt it was worth meeting with St Ives as there were many other people affected.

Cllr Saunderson felt a car sharing scheme would be worth investigating however Cllr Caswell pointed out that cars were not wanted in Cambridge city centre. Cllr Saunderson then suggesting approaching Cambridge for an additional park and ride scheme.

Cllrs Saunderson also pointed out that *Morrisons* had agreed to put money into the St Ives service and suggested they be asked to cover Fenstanton. He felt there was no reason *Tesco* at Bar Hill could not be approached. Cllr Caswell felt that if other villages could be brought in then it would be worthwhile for both organisations. Cllr Mead felt Over and Swavesey were more Bar Hill 'centric' than Fenstanton.

- 17.069.4** The catch up day for Clerks and Councillors on Friday, 22nd September at Hemingford Abbots Village Hall was noted.
- 17.069.5** HDC's call for canvassers for October and November to chase up Household Enquiry Forms was noted. The Clerk had posted this on the Fenstanton Village Community Facebook page
- 17.069.6** Maps accompanying the request from Keir Homes Development to propose six street names development at Cambridge Road were circulated. **Members to consider at the next Planning meeting (date to be confirmed).**
- 17.069.7** The request from Fenstanton Village Hall Trust to hold their Christmas event on Friday 1 December from 4.30 to 6.00 at the Clock Tower Triangle was approved subject to the normal proviso of the area being cleared of rubbish.
Proposed – Cllr Lee; Seconded – Cllr Henderson. Vote : All in favour
- 17.069.8** The flyer from the DoE re childcare was noted.
- 17.069.9** Parking arrangements and signage at Chequers Street were discussed. Cllr Lee suggested getting clarification from Highways as to what exactly was allowed. **The Clerk would get an update from Cllr Bates who had already held a meeting on this matter. Cllr Mead to forward email details for contact regarding land 'near bungalow' (possible site for parking).**
- 17.069.10** The Community Gritting Scheme 2017-2018 was noted. Cllr Lee confirmed this was a longstanding issue. **The Clerk to see if this could be added this month's Spectrum update.**
- 17.069.11 Tree cutting**
Cllr Henderson stressed the need for the expenses involved in tree trimming and cutting to be budgeted for as these were increasing every year. All of those reported since the

last meeting would involve a tree surgeon except for one which M I Gardeners could work on. **Clerk to get cost for tree surgeon.**

17.069.12 Cllr Lee confirmed it had been proposed by the Finance & Constitution Committee that Cllr Caswell be added as an additional bank signatory. **Clerk to arrange.**

17.069.13 New carpet tiles would be fitted at the office on Friday 29 September. The Clerk pointed out that the office paperwork would need to be sorted before that date with a view to shredding as much as possible and clearing space in filing cabinets. Cllr Caswell confirmed this tied in with his agenda item 17.078 regarding a Document Retention Policy. Advice received from CAPALC stated that the maximum period of retention for most documents was seven years only. There was therefore a lot of paperwork in the office that could be discarded. He called for volunteers to help do this on the morning of Wednesday 20 September. Cllr Mead confirmed that every planning application since 2001 is stored on hard drive at HDC. Cllr Buchanan volunteered to help and stated that CAPALC had funds available to help with office set up and websites for Parish Councils. **Clerk to look into this.** Cllr Henderson would advise availability nearer the time.

17.070 COMMITTEE REPORTS

17.070.1 Planning

Cllr Lee reported as follow:

Reference: 17/01191/FUL

Application to demolish garages and put up three-bedroom affordable house – this was rejected by the councillors but approved by the planning committee at HDC. Cllr Mead added that he had represented the committee at the meeting and unfortunately it had been approved with very little discussion. Cllr Lee reminded new Councillors that the Parish Council can only act as a consultee on planning.

Reference: 17/00360/FUL

Application for number of houses at Dean End at London Road – this was rejected and was also going before a District Planning meeting.

Reference: 17/01541/FUL

Application for a new security fence at Willow Road Lakes Business Park – this was accepted.

Reference: 17/01459/HHFUL

Application for a rear extension at 39 High Street – this was accepted.

Reference: 17/01762/HHFUL

Application for side and rear extension at 28 Dove Close – this was accepted.

Reference: 17/01642/HHFUL

Application for side and rear extensions at 44 Headlands – this was accepted.

Reference: 17/01760/HHFUL

Application for small extension at 10 Conington Road Fenstanton – this was accepted.

17.0701.1 Reference: 17/02266/FUL
22 High Street Development
Cllr Henderson objected to the wall of uncapped bricks which had been put up in the conservation area to replace the old wall. Cllr Lee confirmed that during the application the Parish Council had stated the wall was to be retained. Railings to replace the wall had been put forward at the second application. This had also been rejected. Cllr Lee was in doubt HDC Planning Department had been to look at the wall. **Cllr Mead would look into this** and felt the whole development was disagreeable. All agreed. Cllr Buchanan pointed out that the replacement pavement was uneven.

17.070.02 Finance & Constitution

Cllr Henderson reported that the meeting held on 31 August 2017 had been a lengthy one and much of the discussion had been related to making sure the office was up and running correctly. This would expenditure as there was much to be updated. Various costings were to be considered whilst some immediate improvements were carried out.

17.070.2.1 Cllr Henderson advised members that the consultation document *'The Good Councillor's Guide to Finance and Transparency 2017'* would mean an enormous amount of work. There were things to consider including the need for a property electoral survey if ever parishioners needed to be consulted (at a cost of £1,000). Taking this into consideration plus the costs for updating the office and the increasing costs for cutting and trimming back trees and grass verges and any possible tendering exercises the Parish Council would have to set its budget correctly. Discussions had been held over the years about who takes responsibility for setting the precept. Cllr Henderson added that good practice involved monthly income and expenditure report to be signed off by the Chairman and given to full Council.

The Clerk would circulate the document to those who had not had it rather than wait for it to be physically forwarded amongst members. Cllr Henderson stated this should be discussed at the next full meeting. Cllr Caswell queried the possibility of training based around this document. **The Clerk to check.**

17.071 REPRESENTATIVE REPORTS

District Councillor

Cllr Mead reported as follows:

17.071.1 Cemetery

Cllr Mead had visited the graveyard on the way to this meeting with regard to the possibility of more spaces. The site was very restricted. **A meeting for Cllrs Mead, Lee, Kent and Caswell to discuss with Ferguson to be arranged by the Clerk.** There was no notice period for work to the hedge and the Parish Council were free to move as many footpaths as needed.

- 17.071.2 Dairy Crest**
Cllr Mead confirmed Morris Homes have completed their purchase and building would start in 2018.
- 17.071.3 Parking Review**
Cllr Mead had attended the last meeting at HDC and consultants were appointed to review parking. The next meeting would at the end of October. He stated he hoped the Parish Council would be involved in that meeting and that discussions needed to be twofold (1) what was to be done about existing off road parking and (2) what was to be done about parking for new developments. At the last meeting there had been some discussion about improving the look of Huntingdon carpark which all present felt of no importance. Cllr Kent had contacted HDC about the possibility of using a piece of land (near the bungalow) for more parking. Cllr Mead would forward the email details of the right person to follow this up with at HDC.
- 17.071.4 Road Safety**
Cllr Saunderson confirmed he had recently attended a road safety meeting; accident statistics for June would be available later this month. In general inconsiderate parking was worsening and in particular in Hilton HGVs were parking up at 11pm when the A14 shut.

Cllr Caswell mentioned possible parking problems with travellers. **The clerk was in the process** of asking other clerks if they had any policies in place for travellers.
- 17.071.2 County Councillor**
No report received as Cllr Bates was absent.
- 17.072 FINANCE**
- 17.072.01 To receive the financial report and approve payments (Appendix C)**
The Financial Report had been distributed to Members. It was resolved that the payments be approved.
Proposed: Cllr Caswell; Seconded: Cllr. Saunderson; Vote: All in favour.
- 17.072.02 To approve the transfer of funds (Appendix D)**
The letter authorising a transfer of £9,000 to expenditure had been distributed for information.
Proposed – Cllr Caswell; Seconded – Cllr Saunderson. All in favour
- 17.072.03** Cllr Caswell clarified a payment for Magda Lena Kania (temporary Clerk) was not a second payment to her but a separate one to her husband for office decoration. Cllr Caswell confirmed payments to the temporary Clerk had not been subject to PAYE. **The Clerk to look into this.** Magda had begun work at the beginning of June for three months; she was now into an extra month. Cllr Caswell proposed she continue until the end of September.
Proposed – Cllr Caswell; Seconded – Cllr Lee. All in favour

- 17.072.04** Cllr Lee pointed out the Council was moving into a busy period with 200 more houses; much more paperwork and the bus service issue to handle; she hoped it would be possible to call for additional help required by the new Clerk in busy periods and for holiday cover. Cllr Henderson stated this would need approval of the full Council and would need to go to the Finance & Constitution Committee.
- 17.073** **TO CONSIDER THE LOCATION OF CURRENT NOTICEBOARDS AND THE PURCHASE OF ADDITIONAL NOTICEBOARDS**
After a brief discussion including the future requirements at Greenfield and Elizabeth Way, it was decided this was a matter for the General Purposes Committee.
- 17.074** **TO CONSIDER THE REQUEST FROM FENSTANTON PAROCHIAL CHURCH (under the provisions of s.215 (2) of the LGA 1972 whereby the Parish Council may accept responsibility for the maintenance of the closed churchyard**
- Cllr Caswell suggested this be taken up by the **Burial Committee and a meeting with the Parish Church** be arranged to discuss their interpretation of 'maintenance'. Cllr Lee agreed and reminded members that there were cremated remains in the closed churchyard to be considered; she pointed out that the stability and safety of the headstones was an issue to be considered. Cllr Caswell was of the opinion that if the Church tried to enforce this on the Parish Council it may be legal.
- 17.075** **TO CONSIDER VEHICLES DRIVING OVER CHAPEL GREEN**
Cllr Henderson suggested putting some rocks around the green to deter people from doing this. **The Clerk to add to the Action Log.**
- 17.076** **VILLAGE HALL TRUST**
It was confirmed Cllr Saunderson was one of the representatives on the Trust; the Parish Council should appoint another as the Trust's statute states they required two. Cllr Buchanan stated he may be interested in becoming the second representative and he and Cllr Saunderson would talk outside of this meeting. Cllr Henderson made Cllr Buchanan aware that Trustees on the Village Hall Trust had a responsibility for fulling duties. **The questions would be recirculated to the board.**
- 17.077** **TO CONSIDER THE RETURN TO THE VILLAGE OF THE KEYSTONE (DATED)**
The five options presented on the agenda were discussed and it was decided that it was preferable that it was placed nearby as opposed to any other location. Cllr proposed it should be near the new bridge. Cllr Caswell suggested on top of the wall of the new bridge and under the rail. **Cllrs Lee and Mead would visit the site to consider where it would be best placed.**
- 17.078** **TO CONSIDER PARISH OFFICE DOCUMENT RETENTION (APPENDIX E)**
Covered at **17.069.13**
- 17.079** **TO ACCEPT NOTICES AND MATTERS FOR THE NEXT AGENDA**
Members were asked to contact the Clerk with any items within the next few weeks.
- 17.080** **PARISH MATTERS TO NOTE**

17.080.1 Strimming

Cllr Richards noted that both the overhang and undergrowth on the footpath from Headlands to the corner of Pitfield was out of control. Cllr Henderson confirmed this was an ongoing problem. **Cllr Mead confirmed** this was a District Council responsibility and that he would visit to inspect.

17.080.2 General Purposes Committee

Cllr Lee suggested that this committee should meet soon as there were items for discussion:

- Noticeboards
- Fences around the open space in Hampton Way leading to the football field (Cllr Mead would look at this with a view to action)
- Odd jobs for Martin (including any foliage trimming that did not require a tree surgeon)

A date would be found for after Monday 25 September when Cllr Pryke who chaired this committee returned from holiday.

17.081 TO NOTE CALENDAR OF KNOW FORTHCOMING MEETINGS (APPENDIX F)

Date of Next Meetings (with others to be confirmed)

12 October	Parish Council Meeting
26 October	Finance & Constitution Committee Meeting
9 November	Parish Council Meeting
23 November	Finance & Constitution Committee Meeting

There being no further business the meeting closed at 9:25pm.