

FENSTANTON PARISH COUNCIL

Minutes of the full Parish Council

Fenstanton & Hilton Primary School, Fenstanton

Thursday 26 July 2018 @ 19.30 pm

Present: Cllr Kent (Chairman)
Cllr Buchanan (Vice Chairman)
Cllr Caswell
Cllr Henderson
Cllr Mitchell
Cllr Pask
Cllr Pryke
Cllr Saunderson
Cllr West

In Attendance: Annette Eggett – clerk
Cllr Ian Bates
Cllr David Mead (part)
Mr Peter Hayes (prospective Councillor)

18.043 Apologies for absence
Received from Cllr White and HDC Cllr Dickinson.

The Chairman welcomed Kevin Mitchell (new Councillor) and Peter Hayes who was Interested in becoming a councillor.

18.044 Public Consultation - not necessary

18.045 Co-option of new councillor
The co-option of Mr Kevin Mitchell onto the Parish Council was approved and the Clerk received his signed forms.
Proposed: Cllr. Henderson Seconded: Cllr. Buchanan Vote: All in favour.

18.046 Committee format
After discussion with Cllr Mitchell it was suggested he join the Finance & Constitution Committee and the Burial Board which both had spaces.
Proposed: Cllr. Henderson Seconded: Cllr. Prkye; Vote: All in favour.

18.047 To Approve the Minutes of 14 June 2018
No issues were raised and the minutes were approved.
Proposed: Cllr. Pryke Seconded: Cllr. Buchanan Vote: All in favour.

18.048 Matters arising from the Minutes – none.

18.049 Correspondence & Clerk's Report
18.049.1 CIL/Pre-school

The preschool had approached the Parish Council about the use of CIL. Members noted that CIL money was not the same grant money and councillors needed to be very aware of this. CIL and grants needed to benefit the parishioners as a whole, not one organisation. Cllr Saunderson reminded members that this organisation was a charity with funds; they did of course provide a service to the parish. Cllr Henderson suggested drafting a policy/protocol document for approaches to the parish council regarding CIL funds along the lines of that for grants. All agreed. The Parish Council must strive to satisfy CIL investment objectives and lists as driven by parishioners. Spending wisely must be the priority when decisions were made. Clear boundaries about what could and could not be funded should be laid out. Advice should be taken from HDC where necessary.

The Clerk confirmed that only a few of the CIL forms left in village shops had been returned to date. It was suggested a register of ideas and enquiries be set up followed by the protocol. **All agreed the decisions reached so far should stand.**

Cllr Mitchell queried the existence of a Parish Plan. Cllr Henderson clarified any such plan had to be driven by the parish, not the council.

18.049.2 **Fenstanton Village Hall Trust (FVHT)/CIL**

Cllr Henderson summarised the history of the Village Hall; much work had been done on the plan for this but it had stalled whilst the land brought by Morris Homes was pending planning permission. It had been noted that Morris Homes appeared reluctant to engage in any discussions and had still not confirmed any land would be made available for the Village Hall. Cllr Henderson suggested the Parish Council might help the Trust apply pressure on HDC over items that had been covered in the original brief. The Chairman suggested Cllr Mead of HDC should be able to help here. Cllr Bates as CCC queried how he might also apply pressure. He added that the original brief had been a great document to which people had been happy to sign up to. He suggested he go with the Chairman and Cllr Mead to help resolve the Village Hall issue, which was now longstanding.

ACTION:Clerk/Councillors

All agreed the same comments regarding CIL as per the pre-school discussion applied here.

18.049.3 **Complaint from High Street resident regarding neglected yard, vegetation and trees**

The clerk to write on behalf of the Parish Council mentioning the need for safety.

ACTION:Clerk

18.049.4 **Neighbourhood Plan Consultancy Document**

The Clerk was asked to collect four copies from HDC; Cllr Buchanan would take the lead on this.

ACTION:Clerk/Cllr Buchanan

18.050 Policy documents

The following were noted.

- Standing Orders – initial discussion at F&C – ongoing revision
- Financial Regulations – initial discussion at F&C – ongoing revision
- Code of Conduct - redone
- Risk Assessment – ongoing revision
- Asset Register – ongoing revision
- Cemetery Regulations – new – Clerk is preparing
- Grants Policy – updated and approved at F&C

18.051 Committee reports where available

18.051.1 **Planning**

The two applications were noted with no objections:

Application 18/01220/FUL

Plot 10 Willow Road Lakes Business Park

Erection of industrial building for use as scaffolding depot

No objections

Application 18/01374/FUL

Construction of 1 no. dwelling and means of access

12 Pear Tree Close, Fenstanton

Still under consideration (land at the back)

18.051.2 The Planning Committee Chairman to be appointed at the next planning meeting.

18.051.3 **Finance & Constitution – met 12 July 2018**

Cllr Henderson confirmed this has been covered under CIL discussions.

- 18.051.4 **Burial Board – met 24 July 2018**
Cllr Buchanan updated members confirming Sally Lee was a member of this committee and voted in as lay-Chair. The position of lay-Chair and voting to be clarified.
ACTION : Clerk
- 18.051.4.1 **Graveyard inspection and remedial work**
Cllr Buchanan continued that at the recent graveyard inspection it had been established that several stones needed work but these would be re-inspected after the dry spell had finished. Whilst stones were the responsibility of the family clearly in most cases with very old headstones tracing the family was impossible (although efforts should be made where if possible). Repair work to tombs had been handed over to the Parish Council along with two quotes for work. The lower quote (from Easton and Cook) had been agreed. The Burial Board had decided to take a hard line with the Diocese by confirming that any remedial work would be at the decision of the Parish Council and use of architects would be at the expense of the Diocese. The Easton and Cook quote of £564 was accepted.
Proposed: Cllr. Pryke Seconded: Cllr. Saunderson Vote: All in favour.
- 18.051.4.2 **Footpath removal to create more space**
The Burial Board had chosen a quote from Monk's. This would be put into Monk's schedule and annotated in the budget.
Proposed: Cllr. Pryke Seconded: Cllr. Saunderson Vote: All in favour.
- 18.051.4.3 **Cemetery Regulations**
These would be adopted in due course after drafts were revised and accepted.
- 18.051.5 **General Purposes – met 19 July 2018**
Cllr Pryke confirmed to members that various items of expenditure had been agreed and were on this agenda for Full Council. There was a Vote of Thanks to Cllr Pryke for leading the Pitfield Play area project.
- 18.052**
18.052.1 **Representatives Reports**
District Councillor report
Cllr Mead updated members as follows:
- He had chased the issue of parking at the Clock Tower at HDC before this meeting. He had also approached them last year. It was theoretically a CCC issue but HDC had confirmed they would look into it. They may possibly bring this into their remit but it (enforcement of any scheme) would cost. What is effectively short stay parking was intensive to monitor with say a 2 hour time limit as opposed to a day limited. The Chairman queried progress on fines and signage. Cllr Mead confirmed it was not easy to find out about either of these (Cllr Bates agreed). Cllr Mead hoped to have a definite answer in September and bring his HDC contact along to the Parish Council meeting. All felt this would be much appreciated.
 - Cllr Mead reported that there had been a lot of hard work going on at CCC to progress the village map and there was not a CAD (Computer Aided Design) layout of the highway boundary. Work progressed.
- 18.052.2 **County Councillor report**
Cllr Bates updated members as follows:
- He reminded members that in August 2017 the Whippet services were taken away. CCC stepped in with financial support that would continue until the end of this financial year only.
 - Under devolution the combined authority has responsibility for buses as of now and in the future; buses will be their responsibility under the next financial year (1.4.2019). The combined authority has started a review and the report will be available in November (2018). It was unfortunately a 'wait and see' situation at the moment. Because of commercial sensitivities the current two provides will not pass on any

information to councils. However from general discussions it would appear that 98% of bus services in the area are uncommercial.

- Cllr Bates also sat on CCC's general purposes committee when chairman throughout the county meet together. It had been discussed there that there was no legal requirement for District or County Councils to sponsor the bus service but there was a legal requirement when older people over 65, people in long term care (nursing homes, care homes and care in the community) and children in care were concerned. Currently there are 712 children in care which has risen from 500 so the pressure for statutory services will be critical for CCC in the coming year.

The Chairman summarised that members needed to wait for the review adding that a community bus once or twice a day may not be of much use. It would be worth engaging with other villages to establish where they were with plans (if any). Cllr Bates felt this was a good plan as there are volunteer village bus schemes which worked well. A more local solution may be the best one. Both Cllrs Buchanan and Saunderson would be happy to join in this discussion. Cllr Mitchel agreed it was best to look at all options. Cllr Saunderson pointed out that St Ives had a volunteer bureau.

18.052.3 Others

18.052.3.1 Road safety

Cllr Saunderson reported:

- Cambridgeshire's Killed and Serious Injuries (KASI) figures continued to be high, however it would be October before any serious solutions emerged.
- The roundabout on Somersham Road (£500,000) was relevant to the Low Road / St Ives solution that members were considering. Cllr Henderson agreed adding there had always been safety concerns at this location. Cllr Saunderson had spoken to the owner of Jones's Boat Yard about the footpath that goes through their property but they were not keen on cyclists going through that area. It was mentioned that it may not be possible to achieve much about the safety on the Harrison Way crossing, although it was hoped to.
- Houghton and Wyton were trying to get a loan from the Public Works Loan Board for laybys but had experienced some problems with new staff.

18.052.3.2 CAPALC board meeting.

The AGM will take place October with notices due this month. Approval would be required in September for whatever increase CAPALC proposed to membership fees. Cllr Saunderson felt that for the first time the organisation would make a surplus.

18.053 Finance

18.053.1 Payments were approved

Proposed: Cllr. Pryke Seconded: Cllr. Henderson Vote: All in favour.

18.053.2 Transfer of funds was approved.

Proposed: Cllr. Pryke Seconded: Cllr. Henderson Vote: All in favour.

18.053.3 The General Purposes expenditure was noted and approved:

4 no. 'No Dog Mess' verge signs @£35.00 (fix in ground); total £140.

4 no. 'No Dog Mess' signs (post fixings) @ £32.50; total £130.

2 no. 'Dogs Must Be Kept on Lead at all times' signs @ £22.50; total £45.00.

6 no. litter bins at various locations maximum £2,078.58.

Collections costs (HDC) £252.64 per bin per year. Total £1,515.84 (annual budget cost going forward). Total cost £2,500.

Work to trees at Dove Close £1,350

Work to willows at Headlands; trees at Church Leys, Hampton Close £450

Proposed: Cllr. Pryke Seconded: Cllr. Henderson Vote: All in favour.

- 18.053.3.1 Cllr Pryke stated sponsorship from Barry's Plaice may be forthcoming for the additional bin at the Clock Tower; the budget and precept increase next year will take into account the extra costs for emptying bins.
- 18.053.3.2 It was agreed the next issue of Spectrum should make mention of the one-off tree work at Headlands, all bins could take dog mess now and brief explanation of the 'No Ball Games' signage.
- 18.053.4 **Chequer Street playground**
Based on three quotes received for the Pitfield play area it was agreed that additional items be purchased to upgrade this area and provide for younger children. There was much discussion around the sums involved starting at approx. £2K but rising to approx. £5.8K depending on choice of items and including the fitting charged. All agreed this would should be done; Cllr Henderson and Cllr Mitchell suggested sourcing additional funding from elsewhere. All agreed this should be tried as core CIL funding could then be ring-fenced for the larger forthcoming projects. Cllr Pryke preferred to get this work done quickly as it was now school holiday time. The Chairman proposed £2K maximum from CIL with additional sources. Five councillors were in favour of this; two were against; there was one abstention. Cllr Mead agreed the area desperately needed an upgrade especially as it was in one of the nicer parts of the village. Whilst Cllr Henderson felt CIL was 'seed' funding Cllr Mead disagreed stating it should be used to fund entire projects. The mix of CIL, Parish and private funding was a good one. The Clerk and Cllr Pryke would look at the figures again; Cllr Mitchell was happy to look at various funding opportunities. The Chairman offered to assist with this and would look into the Mick George community fund with a view to covering the shortfall mentioned.
- 18.053.5 **Headlands Play Area**
Cllr Pryke confirmed there was a repair required to this play area; the area should be closed off and the mat there repairs at a cost of approx. £200. Kompan (Pitfield Play Area) have advised. However it may be possible to get this repair kit on line and effect the repair. This was a maintenance item and outside of the budget. It was agreed Cllr Pryke should purchase the repair kit and be reimbursed.
Proposed: Cllr. Kent Seconded: Cllr. Henderson Vote: All in favour.
- 18.054 **Police Report**
Cllr Kent summarised the report which was encouraging in its briefness. Cllr Mitchell was aware of other items which were clearly not being reported.
- 18.055 **August cover for the Clerk**
Cllr Buchanan kindly volunteered to be contact point for any urgent phone calls or emails whilst the Clerk was on holiday.
- 18.056 **Meeting dates and Clerk training and holiday dates for the latter part of the year.**
These were noted.
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| September | | |
| Tuesday | 4 | CILCA training for Clerk |
| Thursday | 13 | FULL COUNCIL |
| October | | |
| Tuesday | 2 | CILCA training for Clerk |
| Thursday | 11 | FULL COUNCIL |
| November | | |
| Tuesday | 6 | CILCA training for Clerk |
| Thursday | 8 | F&C (Budget meeting) |
| Saturday + | | 10 – 17 Clerk holiday |
| December | | |
| Tuesday | 4 | CILCA training for Clerk |
- 18.057 **To accept notices and matters for the next agenda – none.**

18.058

Parish matters to note

18.058.1

Morris Homes (newspaper article)

Cllr West reminded members of an article about the poor quality of Morris Homes elsewhere in the country. This to be sent to Cllr Mead and building control. Cllr West wanted to ensure Morris Homes were doing a proper job for prospective buyers. Cllr Mead confirmed all planning was privately carried out; Morris Homes do not go through HDC.

18.058.2

Acorn Cancer Support Group

Cllr Saunderson suggested that if members knew of anybody with cancer they should recommend this support group; they hold a monthly meeting and film show and the support could be invaluable.

THERE BEING NO OTHER BUSINESS THE MEETING ENDED AT 21.18

SIGNED _____
CLLR KENT - CHAIRMAN

DATED _____