

# FENSTANTON PARISH COUNCIL

## Minutes of the FULL Parish Council Meeting

### Fenstanton & Hilton Primary School, Fenstanton

#### Thursday 9 November 2017 @ 19.30 pm

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**Present:** Cllr Kent (Chairman)  
Cllr Caswell  
Cllr Dartford  
Cllr Henderson  
Cllr Lee  
Cllr Pask  
Cllr Pryke  
Cllr Saunderson  
Cllr White

**Attendance:** Miss A Eggett (Clerk), Cllr Mead

The Chairman opened the meeting at 19.30 and confirmed that there were two updates to be incorporated into this meeting. Cllr Lee would update on planning and the burial board. He thanked Cllrs Caswell and Henderson for standing in for him at recent meetings.

#### **17.082 Apologies for Absence**

Apologies had been received from Cllrs Buchanan, Pryke, Richards, West and Bates.

#### **Public Consultation**

A parishioner informed the Councilors that there had been noticeable flooding in the village over the last weekend. Cllr White had met recently with the Clerk and the Highways representative who had advised that the drains would not be cleared of leaves and debris until leaves had stopped falling. Mr Barnett pointed out there was a problem with pipes; the Parish Council would raise this again with Highways.

#### **17.083 Declarations of Interest**

None.

#### **17.084 To Approve the Minutes of 12 October 2017 already circulated (Appendix A)**

**Proposed: Cllr. White      Seconded: Cllr. Pask      Vote: All in favour.**

#### **17.085 Matters Arising from the Minutes**

17.085.1 It was noted that there had been no further interest in the Councillor vacancy although Cllr Henderson had spoken to person on the telephone.

17.085.2 Conington/Hilton Road – Cllr Bates had provided the Clerk with the contact for liaison on A14 at Highways England. The Chairman confirmed he would be involved in these discussions.

17.085.3 It was noted that the Fenstanton Youth Football Club write to the Parish Council every year as a courtesy to ask if they can continue to use the pitch. Cllr Mead confirmed this was a requirement. It was also noted that the

Football Club paints the white lines and provides the nets whilst the Parish Council mows the pitch.

**The meeting was closed at 19.42**

**17.086 Northcote House Doctors' Surgery (Appendix B)**

Two representatives from Northcote House surgery were in attendance to discuss opening a surgery in Fenstanton and the possible car parking implications. They confirmed that other than a disabled parking space and parking of an ambulance the car park at the surgery would be shared with another company. It was suggested they could direct patients to the small car park in Chequer Street. It was hoped the surgery would open in April of 2018 giving time enough to sort out parking problems as all Councillors felt the surgery would be a positive addition for the village. All were support of a new surgery in the village.

**The surgery representatives left the meeting. The meeting was reopened at 19.08.**

**17.086.1 Parking**

There was a further brief discussion about parking spaces. Cllr Henderson confirmed he would talk to Mo's Motors about their staff's use of parking spaces. The use of a parking enforcement company was would be explored. The Chairman had received a note form Cllr Bates that car park fees for the guided bus may be removed which could help alleviate the parking problem.

**Action: Cllr Henderson to liaise with Mo's Motors.  
Action: Parking enforcement companies to be explored  
and replacement of parking signage**

**17.087 Police report (Appendix C) – noted.**

**17.088 Correspondence & Clerk's Report (Appendix D)**

**17.088.1 Local Highway Improvement funding 2018/19 - 15/10/2017**

To note Hemingford Grey have submitted a joint application again. Clerk has requested a copy but not yet received.

**17.088.2 Empty Beer Kegs**

The Clerk has reported to Greene King and awaits a response.

**17.088.3 Cranesbrook Trees**

After a meeting at Cranesbrook involving the Clerk, Cllr White, the resident responsible for cutting down the trees and Emma Cichy (Local Highways Officer CCC) three more trees had been cut down. This is an act of vandalism. The Chairman pointed out this was beyond the remit of the Parish Council. The Clerk has written to the landowners to make them aware of the damage being done. Cllr Mead would look at the possibility of creating a tree preservation order for this area of trees.

**Action: Cllr Mead**

**17.088.4 Loud Nighttime Traffic on High Street**

This would be raised with Highways at the same time as the Hilton and Conington Road.

- 17.088.5 **Pond Cleaning**  
Councillors remarked that the volunteers had done an excellent job and this will be repeated in the spring.
- 17.088.6 **Overgrown Vegetation at the Tudor**  
The owner has phoned the Clerk and this is now in hand.
- 17.088.8 **Rats in Mooresbrook**  
This has been cut back and is much improved.
- 17.088.9 **Street Names – Kier Development**  
Names suggested by the Parish Council had been adopted – Park Close Gardener Crescent, Burgess Walk.
- 17.088.10 **Conifer Trees – Simmer Piece**  
CCC is still considering what action to take.
- 17.088.11 **Holiday Cover**  
Cover was requested for w/b 11 December when the Clerk is away.
- 17.089** **Bus Service / Innovation Fund**
- 17.089.1 It had been established that projects submitted to this fund had to show a return on investment for CCC. Members agreed that it might be worthwhile talking to Hemingford Grey Parish to see if they are submitting anything. Cllr Kent had seen figures from Cllr Bates showing £149.00 as one week's income from the current bus service. Cllr White pointed out that ultimately this was a business decision for CCC as well as the bus companies involved.
- 17.089.2 Cllr Saunderson reported that Hemingford Grey and St Ives had both issued a local survey. He offered to talk to Hemingford Grey about this. Cllr Kent showed the meeting a petition signed in the village post office which 226 people had signed. The Clerk to forward this to Cllr Bates.  
**Action: Cllr Saunderson**
- 17.089.3 **Cllrs Kent and Caswell volunteered to be involved in all discussions.**
- 17.089.4 **Village Meeting**  
Cllr Caswell suggested it was time for a village meeting to speak to residents about the the multiple issues the village was facing - for example the A14, lack of parking, bus service, police update, doctors' surgery (a good news item). It was always possible there would be a lack of interest but the Parish Council should attempt to gather opinions from the residents and provide updates for them all. This meeting should be kept separate from the Annual Meeting.

All Councillors were in favour of the idea and this would be on the agenda for the first Full Council meeting in January 2018. Councillors were asked to think about the structure of the meeting in the meantime.

## 17.090 Committee reports

### 17.090.1 Finance & Constitution Committee

Cllr Henderson reported that two grants had been agreed.

### 17.090.2 Burial Board – Close Graveyard

Cllr Lee informed members that at this meeting the Parish Council had acknowledged its responsibility for the closed graveyard. The Church would continue, for the time being, to look after the rose garden and the new Capability Brown memorial. The Church representations agreed to forward all quotes for maintenance work and plans for all areas designated for cremated remains. They also agreed to seek Parish Council permission should they consider planting any more trees. When all information had been received a response would be drafted to finalise the situation and stating that after initial confirmations anything else should be subject to negotiation. Full Council would have to approve and this would be on the first January 2018 agenda as it would have budget implications.

#### War Graves

A request had been received to put up a notice for a War Grave in the graveyard. The Church had no interest in this point.

Cllr Lee had been grateful for support from colleagues at that meeting.

### 17.090.3 Planning

The Clerk was asked to ensure planning updates be added to all Full meeting agendas. Cllr Lee reported:

#### Planning Application: 17/02121/HHFUL

To extend the existing single storey private garage at the rear of existing garage at 39 Greenfield - no objections

#### Planning application: 17/02201/HHFUL

Erection of two dwellings on land south of 10 Greenfields, St Ives – currently being considered

#### Planning Application 17/01724/HHFUL

13 Honey Hill modern alterations but with no room for a garage – this was rejected

#### Planning Application: 17/02059/HHFUL

18 Oaklands removal of decorative wall – currently being considered

#### Planning Application: 17/02012/HHFUL

2 Oaklands Fenstanton single storey extension to rear of house – currently being considered

- 17.090.4 It had been reported that a resident had moved a fence to make more parking space. Cllr Mead confirmed that this would require planning permission and that this would never be given over the phone. The Clerk to take up with HDC. **Action : Clerk**

**17.091 Representatives reports**

17.091.1 *District Councillor report*

Cllr Mead informed members that he had started to pull all outstanding issues together and was in the process of plotting a map of the whole village which would include amongst other things all Parish assets. This map would be layered down do include all information from HDC, CCC, the Parish and Luminus, rights of way, tree preservations, listed buildings and conservation areas. All Councillors were very appreciative of this initiative.

17.091.2 **County Councillor report** – Cllr Bates not present.

**17.092 Finance**

17.092.1 **To receive the financial report and approve payments**

These were approved.

**Proposed: Cllr. Henderson Seconded: Cllr. White Vote: All in favour.**

The Clerk noted that not all Councillors have the facilities to print out all documents sent by email. Hard copy papers would therefore be circulated in future. **Action: Clerk**

17.092.2 The letter for transfer of funds was approved.

**Proposed: Cllr. Kent Seconded: Cllr Henderson Vote: All in favour.**

17.092.3 The F&C Committee proposal to move to online automated payments was approved; to go to F&C Committee with note of protocols.

17.092.4 Card readers for above - to go to F&C Committee as part of protocols.

17.092.5 The F&C Committee recommendation to apply for an Optimum card for incidental expenses with an initial limited of £50 was approved; to go to F&C Committee. Statement and paperwork to be presented monthly if appropriate.

17.092.6 The installation of finance software required for online banking was approved. The Clerk has gained approval from Parish auditors; to go to F&C Committee.

17.092.7 The F&C Committee recommendation that a process be put in place for contingency policy for matters of urgency or public risk was approved with the proviso that it and should be included with an appropriate sum of money in Standing Orders.

17.092.8 The Clerk was asked to try and reclaim payment to St Ives Electrical Contractors for repair of a faulty light in Chequers Court as the Councillors were of the opinion this was not Parish Council responsibility. The Clerk had however previously been informed by Cllr Bates that it was.

17.092.9 Cllr Pask queried if it was best practice to keep Parish Council funds in one bank. Cllr Kent stated that consideration could be given to spreading the funds.

**17.093 Fenstanton Village Hall Trust**

Cllrs Saunderson and Buchanan have discussed this however the latter has not made a decision.

**17.094 To accept notices and matters for the next agenda**

No decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified.

17.094.1 It was agreed that the village meeting and formal agreement over the closed churchyard should be future item agenda. The use of social media to be discussed at some stage (this has been deferred several times).

**17.095 Parish matters to note**

17.095.1 *Travellers' Land*

It was clarified for Cllr Pask that the land used recently by travelers does belong to them.

17.095.2 *Pile Driver Use*

It was reported that the use of a pile driver at Dairy Crest was causing some problems for houses in the vicinity.

17.095.3 *Parking space*

It was decided that a site meeting to discuss the possible parking space on the site of the bungalow between bakery and chemist would be beneficial.

**Action: Cllr Mead to arrange a site visit.**

17.095.4 *Hemingford Abbots Waste Recycling Plant*

Cllr Kent had been contacted by Hemingford Abbots Parish Council to note that there was the possibility that the golf range would be turned into a waste Recycling Plant.

**Action: A watching brief to be kept.**

17.095.5 Cllr Kent confirmed Cllr Buchanan had volunteered to fill the vacancy on the General Purposes committee and he had therefore been co-opted on.

**17.096 To note current action log – noted**

**17.097 To note dates for remaining meetings – noted**

Mon 13 November Planning \* 19.00 pm start with James Griffiths (Kier Living)

Wed 15 November General Purposes

Thurs 23 November Finance & Constitution

Mon 27 November Councillors Guide to Transparency with Ian Dewar

**17.098 To consider meeting dates for 2018**

Nothing of note other than the Full Council meetings are scheduled for the second Thursday of every month apart from August and December.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 21.35**

**SIGNED** \_\_\_\_\_

**DATED** \_\_\_\_\_