

## FENSTANTON PARISH COUNCIL

### MINUTES OF THE MEETING HELD ON THURSDAY 9<sup>th</sup> MAY 2013 7:30 PM AT FENSTANTON & HILTON PRIMARY SCHOOL.

**Present :** Cllrs : Blunt, Dartford, Harlock, Henderson, Kent, Lee, Pask, Place, Pryke, Saunderson, West & White ( Chairman ).

**In Attendance :** Mr S Dartford (Clerk), County Cllr. Bates & 2 Parishioners.

**13.001 ELECTION OF CHAIRMAN FOR THE ENSUING YEAR.**

A nomination was received for Cllr. White to assume the office of Chairman. The meeting was reminded that Standing Orders state that a chairman can serve no more than three consecutive years, and Cllr White has served three years as Chairman, unless there are exceptional circumstances, when the Chairman can serve a further year (Standing Order 12(a) refers). It was stated by Cllr. Lee that due to the number of new Members, exceptional circumstances are valid for Cllr. White nomination to be approved. It was, therefore, resolved to accept the nomination of Cllr. White.

**Proposed:** Cllr. Lee.                      **Seconded:** Cllr. Kent.                      **Vote:** Carried.  
Cllr. White accepted the nomination.

There were no other nominations.

Cllr. White's nomination was put to the meeting.

**Proposed:** Cllr. Lee.                      **Seconded:** Cllr. Pryke.                      **Vote:** Carried.  
Cllr. White was, therefore, elected as Chairman for the ensuing year.

**13.002 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Cllr. White signed the Declaration of Acceptance of Office.

7:34 The Chairman closed the meeting for the public consultation.

7:36 The Chairman re-opened the meeting.

The Chairman welcomed Cllr. Pask to the Parish Council and congratulated Cllr. Bates on his re-election to the County Council.

**13.003 APOLOGIES FOR ABSENCE.**

Were received from : All Members were present.

**13.004 DECLARATIONS OF INTEREST.**

No declarations of interest were received.

Members were reminded to advise the Clerk of any changes to their declared interests at the earliest opportunity.

**13.005 ELECTION OF VICE CHAIRMAN FOR THE ENSUING YEAR.**

A nomination was received for Cllr. Lee to assume the office of Vice Chairman. Cllr. Lee accepted the nomination.

**Proposed:** Cllr. Pryke.                      **Seconded:** Cllr. Kent.                      **Vote:** Carried.

13.006

**APPOINT STANDING COMMITTEES.**

Appointments to the Standing Committees were made are as follows:-

**A) Finance & Constitution Committee.**

Chairman.

Vice Chairman.

Cllr. Dartford.

Cllr. Harlock.

Cllr. Henderson.

Cllr. Kent.

**B) Planning Committee.**

Chairman.

Vice Chairman.

Cllr. Blunt.

Cllr. Kent.

Cllr. Pryke.

Cllr. West.

**C) General Purposes Committee.**

Chairman.

Vice Chairman.

Cllr. Dartford.

Cllr. Pask.

Cllr. Place.

Vacancy to be filled by the Co-opted Member.

**D) Burial Board.**

Chairman.

Vice Chairman.

Cllr. Blunt.

Cllr. Pask.

Cllr. Place.

Cllr. Pryke.

**E) Traffic and Transport Committee.**

Chairman.

Vice Chairman.

Cllr. Henderson.

Cllr. Saunderson.

Cllr. West.

Vacancy to be filled by the Co-opted Member.

**F) Action Group.**

Chairman

Vice Chairman

Cllr. Dartford.

Cllr. Harlock

Cllr. Henderson.

Cllr. Kent.

The Chairman advised the meeting that the Action Group had been formed as a working group to ensure the Action Plan progresses and encompasses future perceived needs for the Parish.

**13.007 TO APPOINT REPRESENTATIVES.**

**A) Cambridge & Peterborough Association of Local Councils.** Cllr. West agreed to continue as the Parish Council's representative.

**B) St Ives Road Safety Committee.** Cllr. Saunderson agreed to represent the Parish.

**C) Village Hall Management Committee.** Cllrs. Place and Saunderson agreed to represent the Parish Council.

The meeting agreed to take **agenda item 13.014.02. District Councillors Report** as Cllr. Bates had to attend another meeting. It was reported that in the absence of Mr Winfield (County Highways) Ms Murden will contact the resident in Chequer Street to arrange a meeting regarding the construction of a footpath in front of his property.

A Member advised the meeting that he had received permission, from the Highways Agency, to place a sign in the subway offering a contact telephone number in the event of flooding. However, County Councillor Bates advised the meeting that County Council Highways are responsible for the subway including flooding issues.

It was also reported that bids for the Local Highways Improvement Fund are still being considered.

**13.008 TO APPROVE THE MINUTES OF THE MEETING HELD 11<sup>th</sup> APRIL 2013.**

The minutes were approved as a true record and signed by the Chairman.

**Proposed:** Cllr. West.                      **Seconded:** Cllr. Pryke.                      **Vote:** Carried.

**13.009 MATTERS ARISING.**

**Agenda item 12.146.** A Member enquired if police patrols around the Headlands play area had been increased. It was unknown if this had been the case.

**13.010 118<sup>th</sup> ASSEMBLY OF THE PARISH.**

The notes of the 118<sup>th</sup> Assembly of the Parish had been distributed to all members for information. A Member queried a statement on page 3 of the notes concerning the Village Hall Management Committee's role regarding the provision of land on the Dairy Crest site for the provision of a Village Hall/Community Centre. The Chairman clarified the remarks made.

**13.011 POLICE REPORT.****13.001.01. To review the list of reported crimes.**

A report of crimes for the month of March, the latest available from the Police, was distributed to Members for information. A copy of the report is appended to the minutes.

A reply had been received from PCSO Davis concerning parking at the Rookery Way / Headlands junction. A copy of the reply had been distributed to all Members for information.

The meeting was advised that notification of seven thefts from vehicles, mainly tools, had been received and that a vehicle had sustained criminal damage in Pitfield Close for the second time.

It was reported that lorries carrying gravel are using the High Street despite the weight restriction. The meeting was advised the a Police representative will attend the next meeting of the St Ives Road Safety Committee and that the Parish Council's representative will raise the matter.

**13.012 CORRESPONDENCE & CLERK'S REPORT.**

**CCC:** The Village maintenance grant provided by the County Council has been increased by 5% to £661.01.

**Clerk's report.**

The Cambridgeshire Future Transport Update had been received from the County Council. A copy of the update had been distributed to all Members for information.

The Internal Audit was undertaken on 2<sup>nd</sup> May 2013. The Auditor was satisfied with the Council's accounts and procedures.

Notification of improvements to the A428 had been received. The information had been distributed to all Members.

**13.013 COMMITTEE REPORTS.**

**12.013.01. Planning Committee.** A report of planning issues since the last meeting was given by a Member of the Planning Committee.

**13.014 REPRESENTATIVES REPORTS.**

**13.014.01. District Councillor's report.** A report of District Council matters was given by Cllr. Harlock. The meeting was advised that the District Council will impose a charge of £40 p.a. for residents with a second green bin from July. The District Council will advise all residents affected by the charge in writing in the near future. The meeting was advised that no decision had been made concerning charges for the additional green bin located at the Cemetery.

**13.014.03. Dairy Crest site meeting.** A report of the meeting held on 8<sup>th</sup> May with Alison Wood (District Council), the agents for Dairy Crest and Cllrs. White, Lee, Harlock and Bates was given by Cllr. Lee. The meeting was advised that the number of options has been reduced from 5 to 3. A number of issues were discussed including the type of housing mix and limited access to the High Street. The public consultation commences on 31<sup>st</sup> May with public exhibitions being held in the Church Centre on 13<sup>th</sup> & 18<sup>th</sup> June. A presentation will be made to the Parish Council prior to the commencement of the June meeting. The Parish Council will discuss the proposals as part of the consultation as an agenda item at the meeting.

**13.015 TO CONSIDER THE LANTERN REPLACEMENTS AS PROPOSED BY BALFOUR BEATTY.**

Information had been received indicating that there would be no reduction of street lighting in Scorney or Pitfield Close. The meeting was satisfied with the proposal.

**13.016 TO RECEIVE AND NOTE THE TREE SURVEY.**

The meeting thanked Cllrs. Lee & Kent for undertaking the survey and producing the report. It was agreed to refer the report to the General Purposes Committee for further consideration and action. The meeting noted some amendments to the report were required. Cllr. Kent agreed to make the necessary amendments.

- 13.017 TO CONSIDER APPLICATIONS AND ELECT A CANDIDATE AS A CO-OPTED MEMBER OF THE PARISH COUNCIL.**  
An application had been received from Mr Robin Peerthy of Church Street. The application met the criteria to be appointed as a co-opted member to fill the casual vacancy. It was, therefore, resolved that Mr Peerthy be appointed to fill the vacancy.  
**Proposed:** Cllr. Henderson.      **Seconded:** Cllr. Lee.      **Vote:** Carried.
- 13.018 TO APPROVE THE REQUEST FROM THE SCOUT GROUP TO HOLD THE BIG BREAKFAST EVENT ON CLOCK TOWER GREEN.**  
It was resolved to grant permission.  
**Proposed:** Cllr. Blunt.      **Seconded:** Cllr. Dartford.      **Vote:** Carried.
- 13.019 TO AGREE THE PUBLICATION OF PARISH NEWSLETTER.**  
The meeting resolved to produce a Parish Council newsletter.  
**Proposed:** Cllr. Henderson.      **Seconded:** Cllr. Kent.      **Vote:** Carried.  
Cllr. Dartford agreed to undertake the task.  
It was hoped the Newsletter would be ready for June/July.
- 13.020 TO AGREE A REPRESENTATIVE FROM HACT ATTENDS THE SEPTEMBER MEETING.**  
The meeting was advised that due to other commitments a representative from HACT could not attend the July meeting of the Parish Council as requested. The first available meeting a representative can attend will be in September. It was, therefore, resolved that a representative attends the September meeting.  
**Proposed:** Cllr. Henderson.      **Seconded:** Cllr. Pryke.      **Vote:** Carried.
- 12.021 PARISH ACTION PLAN – 2013 / 2014.**  
There had been no further actions since the last meeting.
- 13.022 FINANCE**
- 13.022.01. To adopt the Annual Accounts.**  
It was resolved to adopt the Annual Accounts.  
**Proposed:** Cllr. Pryke.      **Seconded:** Cllr. West.      **Vote:** Carried.
- 13.022.02. To approve Receipts and Payments for financial year 2012/2013.**  
The Receipts and Payments Account and Supporting Statement as prepared by Mr. S. L. Dartford, the Responsible Financial Officer, were approved by resolution and signed by the Chairman.  
**Proposed:** Cllr. Lee.      **Seconded:** Cllr. Kent.      **Vote:** Carried.
- 13.022.03. To approve the Statement of Accounts and Annual Governance Statement for Financial Year 2012 /2013.**  
The Statement of Accounts and Annual Governance for financial year 2012/2013 as prepared by the Responsible Financial Officer were approved by resolution, with a statement concerning the Parish Council's method of risk assessment appertaining to box 5 of the Annual Governance, and signed by the Chairman.  
**Proposed:** Cllr. Pryke.      **Seconded:** Cllr. Saunderson.      **Vote:** Carried.
- 13.022.04. To receive the financial report & approve payments.**  
The Financial Report had been distributed to Members. It was resolved the payments be approved.  
**Proposed:** Cllr. Henderson.      **Seconded:** Cllr. Kent.      **Vote:** Carried.  
A copy of the report is appended to the minutes.

**13.022.05. To Approve The Transfer Of Funds.**

The RFO recommended a transfer of £970 from the Instant Access Business Account to the Current Account to cover expenditure for the month of May.

**Proposed:** Cllr. Blunt.

**Seconded:** Cllr. Pryke.

**Vote:** Carried.

**13.023 CALENDAR OF KNOWN FORTHCOMING MEETINGS.**

Dates of forthcoming meetings had been distributed to Members.

**13.024 PARISH MATTERS TO NOTE.**

1. The meeting was advised that horse excreta has been observed in the subway. Members were requested to identify the owner and make note of the matter in Spectrum.
2. The meeting was advised that a fund raising cycle ride for the benefit of the Village Hall will take place at the weekend. A request was made for the Village Hall Committee to erect a gazebo on Pond Green to raise funds for the Village Hall on 7<sup>th</sup> July, as part of the Fringe in the Fen event. The matter will be considered as an agenda item at the next Parish Council meeting.
3. It was reported that leaves required sweeping from the footpath in the High Street by the bakers.

There being no further business the meeting closed at 10.06pm.

Abbreviations used in these minutes are as follows:-

CCC.  
PCSO.  
RFO.

Cambridgeshire County Council.  
Police Community Support Officer.  
Responsible Financial Officer.

Signed \_\_\_\_\_ ( Chairman )

\_\_\_\_\_ ( Date )