

FENSTANTON PARISH COUNCIL

Minutes of the full Parish Council Meeting

Fenstanton & Hilton Primary School, Fenstanton

Thursday 12 October 2017 @ 19.30 pm

Present: Cllr Henderson (elected Chairman of this meeting)
Cllr Buchanan
Cllr Lee
Cllr Pask
Cllr Pryke
Cllr Saunderson
Cllr West
Cllr White

In Attendance: Miss A Eggett (Clerk), Cllr Bates

The Clerk opened the meeting. As the Chairman and Vice Chairman were absent a Chairman was appointed. Cllr White proposed Cllr Henderson to act as Chairman.

Proposed: Cllr. White Seconded: Cllr. Lee Vote: Carried.

Public Consultation (19.35 pm)

Village Drains

A member of the public brought to the attention of the Council the drains around the village, particularly Hall Green Lane and Chequers. It was added that the drains in the High Street were full of grass and leaves and that it might be time that all the drains were looked at. This was the responsibility of CCC and Cllr Bates asked the Clerk to Contact the Highways Officer with a list of problematic drains and road.

ACTION: Clerk

Conington Road

The member of the public also reported that the bends on Conington Road towards Conington where lorries pass now suffered from very deep dips (in both the verge and the road itself) and asked if this would be addressed now or when the work to the A14 finished. There was some debate about permission of access/lack of signs preventing access. The Clerk would find the Parish A14 liaison person and contact. Members felt the entire Conington Road would need improvements after the A14 work was complete.

ACTION : Clerk

The full meeting then opened (19.37 pm)

17.082 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs. Kent (Chairman), Caswell (Vice Chairman) Dartford, Dockerill, Richards and Mead.

17.082.1 The Clerk confirmed that Cllr Dockerill had tendered his resignation to Cllr Kent with immediate effect. The Clerk to report resignation to HDC and advertise the vacancy.

ACTION: Clerk

17.083 DECLARATIONS OF INTEREST

There were none.

- 17.084 To Approve the Minutes of 14 September 2017** (Appendix A)
Cllr Lee pointed out that Cllr Mead was due to start action regarding the Church Car Park fence (17.080.2). Cllr White confirmed he had sent apologies for absence. (17.063) the minutes were then approved.
Proposed: Cllr. Lee Seconded: Cllr. Buchanan Vote: Carried.
- 17.085 MATTERS ARISING FROM THE MINUTES**
Cllr Pryke confirmed the conifer trees discussed at the last meeting had not been removed. Cllr Bates confirmed he had taken action but had received no response from the owner. Further action will be considered.
- 17.086 POLICE REPORT**
Report (Appendix B) was noted.
- 17.087 CORRESPONDENCE & CLERK'S REPORT**
- 17.087.1 Local Highway Improvement funding 2018/19 - 15/10/2017**
Given the tight deadline the Clerk was asked to liaise with Hemingford Grey to ask about the possibility of a joint submission as was done last year. A note would be made in July of next year that this topic would again appear in October 2018. It should also appear in the budget.
Proposed: Cllr. White Seconded: Cllr. Lee Vote: Carried.
- 17.087.2 Empty Beer Kegs**
The Parish Council maintenance man had reported to the Clerk that he had found two empty beer kegs near Hampton Court play area. The Clerk was instructed to inform the police and once the police had decided there was no further action for them to take, the council would consider disposal.
ACTION: Clerk
- 17.087.3 Pond Cleaning**
The Clerk reminded Councillors that the pond cleaning would take place on Saturday 14 October. Apart from the possibility of Cllr White no councillors were available to go along. The Clerk would highlight the possibility of a leak amongst other thing and putting notice around the pond for future cleaning. See agenda item 17.097 - Kier Development offer of staff help to village (2018).
- 17.087.4 Overgrown Vegetation at the Tudor**
The Clerk had written to the owners asking them to keep their overgrowing vegetation in check. This had not been done and a reminder would be sent asking for a date for completion.
ACTION: Clerk
- 17.087.5 Paintwork to house in High Street (ex Mace store between Chalice guest house and Duchess guest house)**
This continues to deteriorate. The Clerk to contact HDC as the house was in a conservation area.
ACTION: Clerk
- 17.087.6 Rats in Mooresbrook**
This issue had been raised in an email to the Clerk from a parishioner. This was not a new problem; the brook was usually cleaned up once a year;

the Clerk to contact Chris Behagg with a view to asking him to contacting the landowner. **ACTION: Clerk**

17.087.7 Cranesbrook Trees

Several trees on Hampton land have been hacked back severely and the resultant mess left on the ground. Cllr Saunderson confirmed there was a lot of rubbish on the land including bamboo and thick briars. At the suggestion of a Councillor, the Clerk had written to residents of Cranesbrook, some of whom had taken offence to the note, and the person concerned had since spoken to both the Clerk and Chris Behagg. The Parish Council was not responsible for removal of rubbish. Pressure needed to be put on the Hampton's estate to maintain their land. Cllr Pryke queried any discussion if the land was not Parish Council responsibility. The Clerk was asked to put a note in Spectrum covering this issue. **ACTION: Clerk**

Cranesbrook Hedge – this was also not Parish Council responsibility. The Clerk to contact Chris Behagg with a view to contacting the landowner. **ACTION: Clerk**

17.087.8 Kier Development Request for Street Names

Suggestions had been submitted bearing in mind the history of ownership of the land.

17.088 TO DISCUSS THE COUNCILLOR'S GUIDE TO TRANSPARENCY AND FINANCE ALREADY CIRCULATED

The Clerk to organise a meeting of full council with Ian Dewar of CAPALC who has offered to talk through the above document. **ACTION: Clerk**

Proposed: Cllr. Henderson. Seconded: Cllr. Buchanan Vote: Carried.

17.089 TO DISCUSS THE POSSIBLE IMPLICATIONS (INCLUDING FINANCIAL) OF PARISH COUNCIL RESPONSIBILITY FOR THE MAINTENANCE OF THE CLOSED GRAVEYARD

Cllr Lee asked that the word 'possible' be inserted into this agenda item heading. She had asked, as Chairman of the Burial Board, that this be discussed at a meeting of that board with Mr Blunt (Church Warden) and Mr MacKellar (Secretary, Fenstanton Parish Church) as the best way forward. She expressed concern to see this back on the Full Council agenda; she felt it was appropriate for the Burial Board Committee. She reiterated her concerns that the Parish Council was being asked to do something without being fully informed of what was involved. Cllr White stated this topic should also be on the Finance & Constitution Committee (F&C) agenda as it would involve costs. It was decided that the Burial Board should meet with Mr Blunt and Mr MacKellar. Cllr Lee pointed out that there were several issues to be considered such as maintenance of gravestones, cremated remains, records, land maintenance, insurance liabilities.

**Proposed: Cllr. Lee Seconded: Cllr. Henderson ACTION: Clerk
Vote: Carried.**

17.090 TO AGREE REQUEST FROM THE YOUTH FOOTBALL CLUB TO CONTINUE TO USE HAMPTON CLOSE OPEN SPACE FOR THEIR 2018 – 18 SEASON

Agreed with the small proviso that the space is left tidy.

Proposed: Cllr. White Seconded: Cllr. Lee Vote: Carried.

17.091 TO NOTE THE VILLAGE HALL TRUST (FVHT) REQUEST FOR A RESPONSE BY 23 OCTOBER ON NOMINATION OF REPRESENTATIVE TO TRUST AND POSSIBLE REQUIREMENTS FOR OFFICE SPACE

Cllrs Buchanan and Saunderson had yet to meet to discuss the issues with becoming a trustee. The Clerk to confirm to FVHT that the Parish Council could not put forward a second representative yet; and to confirm the Parish Council would be happy to look at any plans when available without any commitment.

ACTION: Clerk

17.092 TO DISCUSS THE CROWDFUNDED DEFIBRILLATOR AND CABINET AND ANY ASSOCIATED COSTS SUCH AS ONGOING MAINTENANCE

Cllr Pryke stated this item should go to the General Purposes Committee and then onward to the F&C Committee. Cllr Lee agreed stating that the Committees were set up for a reason and careful consideration should be given to the agenda items for Full Council.

Proposed: Cllr. Pryke Seconded: Cllr. Lee Vote: Carried.

17.093 TO NOTE WHETHER A DECISION HAS BEEN MADE ON THE POSITIONING OF THE KEYSTONE

Cllr Lee reported that she and Cllr Mead had met to discuss this and agreed a place near the bridge for Keystone. Consideration needs to be given to the design of the display and the possibility of funding (including approaching the Heritage Fund).

ACTION: Cllrs Lee and Mead

17.094 TO NOTE AND DISCUSS THE ANNOUNCEMENT FROM CCC OF 'THE INNOVATE AND CULTIVATE FUND' AND WHETHER TO PURSUE (APPENDIX B)

Cllr Bates stated he was not sure if a bus service would be suitable for the Innovate and Cultivate fund and the idea was possibly too early as the 'C' bus may continue. He suggested the bus company be approached for information of how the service was doing. Cllr Lee reminded members that Cllr Mead had offered to arrange a meeting to discuss the bus service and to get figures; the Clerk to contact him to remind him. There was a timescale on the fund as the fund committee would meet in February 2018. Cllr Bates confirmed he would ask if a bid covering bus services would be considered. All Councillors felt this would be very helpful. However Cllr Bates reminded members that county priorities should be checked; most of the transport budget was spent on transport for those with special needs.

ACTION: Cllr Bates

17.095 To note and approve suggested document retention policy (Appendix D)

This was approved subject to showing the document to Ian Dewar at CAPALC.

Proposed: Cllr. White Seconded: Cllr. Pryke Vote: Carried.

17.096 TO NOTE CURRENT ACTION LOG (APPENDIX E)

For future meetings the action log would be circulated with only outstanding items on it. The Clerk to share with Cllr Dartford for her Future Action Plan document. Cllr Lee reminded the Clerk that minutes of the F&C meetings should

be circulated to full Council. The same rule applied to for Planning, Burial Board and General Purposes minutes. Cllr Henderson reminded the Clerk that for audit purposes it was useful to be able to refer back to particular minute references on items of expenditure. Clerk to note. **ACTION: Clerk**

17.097 TO DISCUSS OFFER OF ONE DAY'S HELP FROM MEMBERS OF STAFF AT KIER TO ASSIST THE VILLAGE IN MARCH/APRIL 2018 WITH COMMUNITY PROJECTS

To go to General Purposes Purposes committee.

17.098 TO DISCUSS THE PROS AND CONS OF A FACEBOOK PAGE

Deferred.

17.099 COMMITTEE REPORTS

No meetings had been held; the following updates were made:

17.099.1 Burial Plots (Burial Board)

Cllr Lee reported that after much work she had updated the register. There were only about six plots left and she had met with the Chairman and Vice Chairman on site. The boundary hedge was too thick at the bottom of the graveyard; Fergusons would be engaged to remedy this but it had proved impossible to get a reply from them. Cllr Lee requested permission to meet with Fergusons representative on her own to discuss the cutting of the hedge. It was proposed that pre purchase of burial plots should be discontinued for the foreseeable future.

Proposed: Cllr. Lee

Seconded: Cllr. White

Vote: Carried.

Graveyard Footpath/Hedge (Burial Board)

Cllr Lee had met with Cllr Mead to discuss and the latter would draw up an action plan. If it was decided to dig up the footpath a tender process would be necessary but the hedge needed immediate attention.

17.099.2 Pitfield Play Areas (General Purposes Committee)

Cllr Pryke had received and analysed several brochures with the Chairman. Four quotes are required but only one had, so far been received. Cllr Pryke would obtain further quotes. This matter should be referred to the General Purposes committee.

17.099.3 A14 Dairy Crest slip road / Kier / HGV restriction plans (Planning Committee)

Cllr Lee confirmed that Kier were currently putting a plan together and shared funding may be required.

17.100 REPRESENTATIVES REPORTS

17.100.1 District Councillor report - none due to absence.

17.100.2 County Councillor report

Cllr Bates reminded members that this period was the run up for setting budgets; he had emailed various updates. He had a full council meeting week beginning 16 October at which the main item for discussion would be the budget.

Cllr Saunderson pointed out that HDC was involved in the revised car park proposal as HDC had responsibility for car parks in areas such as Fenstanton and St Ives.

Cllr Bates was not sure that was the case adding that Cllr Saunderson may be thinking of civil enforcement issues such as responsibility for yellow lines (a police responsibility). Cllr Bates was not at present aware of any discussions on this.

Cllr Bates reported that CCC would be picking up the cost of the bus services for the current year; if the Whippet C bus had lots of passengers it would be commercially viable to continue. He confirmed that other parishes in a similar situation (Hemingford Abbots, Hemingford Grey, Houghton, Hilton, Bluntisham and Somersham) were getting together to see how they might cooperate with each other and this would include St Ives Town Council. The Council expressed a wish to be involved in any joint ventures.

Cllr West was concerned about lack of waiting time restrictions outside the pharmacy in the village similar to those at layby and outside the post office. This came under CCC and Cllr Bates suggested adding this to the agenda for next Full Council meeting so the Parish Council could discuss in full. Cllr Henderson stated that everyone was aware that parking in all areas of the High Street was bad and would worsen once the Dairy Crest development is complete.

17.100.3 Other - Cllr Buchanan's report on CAPALC new Councillor training

Cllr Buchanan had attended three sessions on training and the Good Councillors' Guide. He reported it had raised many questions for him given that Parish Councils should be enablers and facilitators for the local community. This made him query whether the Parish Council was proactive or merely reactive. He saw that the Parish Council only reacted to things that landed before them and urged that the balance was addressed.

Cllr Lee pointed out that during the drafting of the 2026 HDC local plan Fenstanton had highlighted the village's lack of burial spaces but disappointingly this was not anywhere in the plan. Cllr Buchanan requested sight of HDC's Local Plan 2026. Although this was not yet published the draft was available in the office.

He also queried the lack of village/parish plan. Cllr White explained this was not an obligation of the Parish Council's and could be done by anybody; other organisations were encouraged to put into this. He confirmed that Fenstanton did not have one neither was it planned.

Cllr Buchanan felt it important given developments that the Parish Council looked into the village infrastructure to make sure it would cope in the future. He felt there was a local misunderstanding about what the Parish Council did. He queried if the Councillors had the 2011 census profile. Cllr Henderson confirmed that they did and that it was also held by CCC; he reminded members that influencing future plans may entail expenditure (for part funding etc) and that should be borne in mind for the budget.

Cllr Buchanan pointed out that he had learned the Parish Council had powers, duties, rights and responsibilities and queried which ones he, as a

new Councillor should be taking into account; Councillors felt it should be all of these. Cllr White reminded members that HDC moved more and more work over to Parish Councils; Cllr Henderson agreed stating that original goal posts were moved constantly. Cllr Lee confirmed that all members would help Cllr Buchanan as much as they could.

17.100.4 Other - Cllr Saunderson's report on the AGM of Cambridgeshire ACRE

Cllr Saunderson confirmed he had attended this AGM as a representative of FVHT and that not much that was relevant to Fenstanton had been discussed. There is however funding available for a Parish Plan.

17.101 FINANCE

17.101.01 To receive the financial report and approve payments (Appendix F).

The Clerk confirmed the report showed bank reconciliations to end September and bank balances as at 10 October 2017. Unpaid invoices listed were for information only (not approval).

Proposed: Cllr. White

Seconded: Cllr. Lee

Vote: Carried.

17.101.02 To approve the transfer of funds if required – not required.

17.101.03 To consider the Optimum Card or similar

Clerk to establish more detail and take put on the F&C agenda although some Councillors felt there was no need or that petty cash up to £50 should be organised.

ACTION: Clerk

17.101.04 To approve quote for work to trees (Appendix H)

Councillors pointed out that the willows mentioned on the quotes were not Parish Council responsibility; the Clerk to ask for quotes to be resubmitted and get one other. The issue of trees should be moved to General Purposes Committee and then costs on to F&C.

ACTION: Clerk

17.101.05 To approve new contract figures for printer/copier/scanner (Appendix I)

The Clerk confirmed she felt this was a good offer from the existing supplier and now included all consumables such as toner. The new contract met with approval. The Clerk would try to sell the two other machines in the office.

ACTION: Clerk

Proposed: Cllr. Lee

Seconded: Cllr. White

Vote: Carried.

17.102 TO ACCEPT NOTICES & 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. None.

17.103 PARISH MATTERS TO NOTE – none.

17.104 TO NOTE CALENDAR OF KNOWN FORTHCOMING MEETINGS

26 October	Finance & Constitution Committee Meeting
8 November	Cllr Buchanan to Lower Carbon Conference, London
9 November	Full Parish Council Meeting
23 November	Finance & Constitution Committee Meeting

ACTION : DATES TO BE FOUND FOR GENERAL PURPOSES AND BURIAL BOARD

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 22.08