

# FENSTANTON PARISH COUNCIL

## Minutes of Meeting

of FENSTANTON PARISH COUNCIL,  
on Thursday 08<sup>th</sup> October 2020  
at 19.30

**Kevin Mitchell**  
**Acting Clerk & RFO**

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08 October 2020\_

## AGENDA

**Chairman: Cllr Paul Kent**

### **FPC.1 Apologies for absence**

Cllr Hayes, Cllr Turner, Cllr Mead (HDC), Cllr Davis (HDC), Cllr Dickinson (HDC)  
No apologies were received from Cllr Schofeldt

### **FPC.2 Public consultation**

No members of the Public wished to speak

### **FPC.3 Declarations of interest**

None

### **FPC.4 To approve the minutes of the last Fenstanton Parish Council meeting – 10<sup>th</sup> September 2020**

Proposed: Cllr Kent      Seconded: Cllr McGee      Approved unanimously

### **FPC.5 Matters arising from the minutes**

- Cllr Hayes has taken on a role monitoring the new bins and ensuring these are maintained and emptied.
- Hamptons playing fields entrance to car park will be considered as part of the broader improvement project.

### **FPC.6 Co-option of a new Councillor.**

Amit Puntambekar was proposed as a co-opted member of Fenstanton Parish Council and welcomed.

Proposed: Cllr Kent      Seconded: Cllr Mitchell      Approved unanimously

### **FPC.7 Review of Parish Issues Log**

- Current graveyard plan and database will be revised following a visual check revealing part of the current plan is missing a number of plots. Cllr Kent to provide the base documents used to draw up the plan.
- Hedge cutting on Chequer Street/car park/play area now completed
- No evidence of speeding on Chequer street from the deployment of the Speedwatch camera. This has now been redeployed elsewhere in the village.
- Lights in the Chequer Street car park have been inspected. These are obsolete. Quotes for the upgrade have been received. A proposal to replace the existing lighting as a priority was put forward:  
Proposed: Cllr Ferrier Seconded: Cllr Mitchell. Passed unanimously. Cllr McGee to action.
- Hamptons Play area vandalism and damage. Options including cutting the hedging and installing CCTV were discussed. These will be included within the

scope of the larger project. A proposal to cut the hedge with immediate effect was put forward:

Proposed Cllr Kent Seconded Cllr Collison. Passed unanimously. Cllr Mcgee to action.

- Following complaints of dogs fouling on verges around the village a proposal was put forward to procure signs and posters for deployment in main 'hotspots', whilst reviewing longer term solutions.  
Proposed: Cllr Mitchell, seconded Cllr Mcgee. Passed unanimously. Cllr Mitchell to action.
- Lorry parking in Cambridge Road. The issue of lorries still parking (overnight) in the Parish, and in particular the area along Cambridge Road beyond the off-ramp of the A1307 was raised with Cllr Bates. He asked for detailed evidence of who and when. Cllr Mitchell to request such information from parishioners in the vicinity.

## **FPC.8 Representatives Reports**

### **FPC.8i Cambridgeshire County Council**

- Cllr Bates outlined the current timetable for the opening of the A1036 (old A14) onto the link road for the Huntingdon By-Pass.
- He also confirmed the County Council is starting to look at budgets for the next financial year, which as things stand will be a difficult financial year for the council.
- Marshalls have confirmed it will vacate its current site in East Cambridge, moving to Cranfield, rather than Witton. The site will be developed, with up to 15,000 new houses and new infrastructure in due course.

### **FPC.8ii Huntingdonshire District Council**

No report

## **FPC.9 Acting Clerk's Report**

**Cllr Mitchell**

- a) S106 Indemnity agreements  
Cllr Mitchell has been in contact with HDC. They are preparing a purchase order and will let FPC know the reference number to raise an invoice for the transfer
- b) CAPALC inc. Training available  
CAPALC is now a Company Limited by guarantee. CAPALC membership for next financial year to increase by 3% for each person on the electoral role.
- c) Cambridgeshire Local Councils Conference – 23.10.20  
Will be held by Zoom. Free for Councillors to attend. Highly recommended.
- d) Digital scanning of Burial Records; update map of burial plots.  
Cllr Mitchell to collate all the burial record books, with a view to having these scanned and digital records obtained. Cost £100 per book.  
Proposed: Cllr Mitchell Seconded: Cllr Kent Approved
- e) Aggressive and abusive complaints policy  
Cllr Mitchell to prepare a draft policy to cover any such instances, after consultation with CAPALC and other councils.
- f) Hemingford Grey Quarry reopening – for information only

## **FPC.10 Committee Reports**

### **FPC.10i Finance and Constitution**

**Cllr Mitchell**

- (a) End of year accounts and audit/AGAR  
Still to receive Final AGAR from PKF Littlejohn, but had confirmation this is forthcoming.

- (b) Recruitment of a new clerk, RFO, Administrator  
Shortlist has been drawn up and each candidate spoken to. F&C Committee to undertake initial interviews (by Zoom); with All Councillors invited to a second/final interview of recommended candidate(s)
- (c) Community Grant applications  
Publicised across Parish. Starting to receive applications. Closing date 16.10.20. Will be reviewed at next F&C Committee – 22.10.20, with recommendations made to full Council – 12.11.20
- (d) Updating standing orders, policies, procedures, model publication scheme  
Cllrs invited to review draft documents and make recommended changes prior to review by F&C Committee – 22.10.20, with recommendations and adoption by Full Council at the next meeting – 12.11.20
- (e) Budget process for FY21/22, including setting precept  
Submission details received from HDC. Will be discussed at next F&C Committee meeting – 22.10.20, with recommendation made to full council at the next meeting – 12.11.20. Precept submission to be with HDC by 12.12.20.

**FPC.10ii General Purposes**

**Cllr Pryke/Cllr McGee**

**(a) Storage**

A garage is being rented from Luminus. The Biffa bin has been relocated from the Chequer Street Car Park

**(b) Unmaintained hedges and trees**

A definitive map of responsibility for grass and hedge cutting being prepared by HDC, following transfer of CCC to HDC of a number of areas. Once received, this will be used to identify any currently unmaintained hedges and trees in public areas, to include these in the annual maintenance schedule.

**(c) Litter picking and litter bins**

An additional bin will be deployed in Bell Lane/Cherry Tree Way. The current stock spare bins will need to be replenished to deploy at agreed sites along the Fen, once the current upgrade is completed.

**(d) Graffiti**

The current Graffiti on the underpass is an eyesore, and whilst this will become the responsibility of CCC post A14 hand-over, many councillors felt this couldn't wait. It was proposed to: clean the walls and roof with an industrial jetwash; paint these with anti-graffiti paint; investigate the possibility of installing CCTV (with HDC).

Proposed: Cllr Ferrier, Seconded Cllr Kent. Passed, with 1 abstention. Cllr McGee to action cleaning. Cllr Mitchell to liaise with HDC on CCTV.

**(e) Parish Footpaths**

Cllr McGee tabled a detailed report on the current footpath network in the Parish, with the following recommendations proposed:

- Footpath 15 (top of the Fen). Clear the currently overgrown pathway, whilst investigating the possibility of opening up the space to include a picnic table and benches;
- Footpath 6 (Connington Road). Remove signs to Fenstanton put up by Highways England, as the current path comes to an abrupt end by

the A14. Investigate the feasibility of extending the path across fields to link to underpass (permissive paths)

- Pitfield/Cranesbrook 'woodland' path. Currently inaccessible. Liaise with land owner over making this a permissive path and clear current overgrown areas

Cllr was in favour of the recommendations, asking the General Purposes Committee to take this forward.

**(f) Bus shelters**

A report on the condition of the existing bus shelters and survey on current usage, together with costed options on repair/refurbishment, replacement and removal, was tabled. Council recommended, subject to further estimates/quotations being obtained, if possible, a high quality refurbishment program be undertaken.

**FPC.10iii Planning**

**Cllr Ferrier**

- Current applications: in hand
- Cllrs Polhill, Collison and Puntambekar agreed to join the Planning Committee and were encouraged to undertake planning training with CAPALC and (when available) HDC's Planning Department.

**FPC.11 Finance**

**Cllr Mitchell**

**FPC.11i Approve monthly payments schedule**

**Proposed: Cllr Pryke**

**Seconded: Cllr Kent**

**Approved**

**FPC.11ii Six-Monthly management report**

Cllr Mitchell outlined the current year to date position against the full year budget, reporting finances were in a healthy position, and on current 'run-rate' will achieve a surplus of income over expenditure at the year-end of between £5,000 - £10,000

**FPC.12 Projects updates**

**a) MUGA**

**Cllr Mitchell**

Cllr Mitchell has been in Contact with the A14 Community Fund, confirming with the supplier the existing quote will be honoured until the end of 2020. A14 has confirmed its preferred route is to engage directly with the contractor. Once timelines are proposed, KM to speak to School and CCC Education Capital Projects team

**b) The Fen cycleway/bridleway**

**Cllr Kent**

The work on the Fen upgrade is underway:

- Cutback of hedges and bushes completed
- Order for Bridleway confirmed. Will convert 19.10.20
- Surface grading work has started – likely to last 3 to 4 weeks (weather permitting)
- Signage (prohibiting vehicle access) has been completed at the village end. Official 'bridleway' signage will go in once the legal process is completed in about two weeks.
- Weather permitting, work will be completed this year

**c) Pond, Clock Tower and Underpass area – Cllrs Mitchell and Polhill**

- A detailed plan for repair, refurbishment and enhancement was put forward for discussion. Council confirmed support. Full costings are being obtained and will be discussed at the next Full Council Meeting. As part of this, the Fen Group has confirmed work on the pond, fencing and bollards is scheduled for mid-November. Once actual dates are finalised, local residents and businesses will be notified.
- Council confirmed funding for the Clock Tower could come, in part, from the Bertha Pitfield fund, with a recommendation this is subsequently replenished over future years from the Precept.

d) **Community Warden**

**Cllr Mitchell**

The application from Fen Drayton, Lolworth and Elsworth has been approved by South Cambs District Council. Fenstanton's submission to the Innovate and Cultivate Fund at CCC is pending and we should hear back by mid-November. If the bid is successful, it is anticipated the scheme could be operational by early 2021.

e) **Local Highways Initiatives (LHI)**

**Cllr McGee**

I. **Chequer Street Parking**

A LHI Application has been submitted to put parking bays where there is currently parking on the verge and pavement

II. **High street speed and traffic calming measures**

As FPC can only submit 1 application for a LHI per financial year, it was proposed FPC submit a request to CCC for an initial investigation to evaluate the feasibility and total cost of speed reduction to 20mph along the High Street. This will cost a (non-refundable) £250. Once a firm total cost has been confirmed, the overall feasibility will be discussed further at Council.

Proposed: Cllr Kent      Seconded: Cllr Mitchell      Approved, with 1 abstention

III. **Survey results**

The initial findings of a survey were presented, resulting in a number of suggested traffic-related initiatives and recommendations. The survey will be further publicised in Spectrum, with a sub-committee of the General Purposes Committee formed to evaluate and action these, as appropriate.

**(f) Hampton Field Play upgrade**

**Cllrs Ferrier and Polhill**

A broad range of views from across the Fenstanton community are being solicited, for consolidation into a detailed proposal to bring forward to a future Council meeting. The scope to include fencing and the car park, including security.

**FPC.13 Matters carried forward from last meeting**

- a) Expansion of the Graveyard. Cllr Bates to include in discussions with new Headmistress  
Deferred to November meeting
- b) LHI bid with Hemmingford Grey PC.  
Cllr Kent updated council

Unlikely to go ahead, as CCC have indicated it is unlikely to succeed. Even if a bid were to go ahead, this would not be submitted for at least 12 months

**FPC.14 Additional items and matters to note**

- Remembrance Service will go ahead for invite-only, limited numbers in attendance on 08.11.20. Cllr Kent will attend on behalf of the Parish Council, A wreath from the Parish Council will be delivered to the Vicar. The memorial garden will be tidied up/replanted as appropriate
- Fenstanton Village Hall Trust. The Christmas Fayre has been cancelled. There will be a tree and lights switch on, but this will go ahead without members of the public. The Race Night proposed for March will be postponed to September 2021, Cllr Mcgee has joined the Board of Trustees as the second Parish Council representative.
- The 'Welcome to Huntingdonshire' sign at the entrance to the village is in poor condition. This has been reported to HDC. Cllr Ferrier is liaising with HDC with a view to improving the condition of all other road and village-name signage
- There are a number of issues with flooding in the village. Councillors are asked to collate these and a consolidated report will be put forward to CCC Highways team.
- A work-order to repaint all white lines, etc along the High Street has been submitted by CCC.

**FPC.15 To accept notices and matters for the next agenda**

Nothing in addition to items previously minuted above

**The meeting closed at 21.40**