



FENSTANTON PARISH COUNCIL

Minutes of Meeting

held by Zoom Video Conference on Thursday 10th September 2020
at 19.30

Kevin Mitchell
Acting Clerk & RFO

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AGENDA

FPC.1 Apologies for absence

Cllr Hayes, Cllr Schofeldt, Cllr Dickinson (HDC), Cllr Davies (HDC)

FPC.2 Public consultation – No member 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 – 13th August 2020

Proposed: Cllr Pryke, seconded: Cllr White. Approved

FPC.5 Matters arising from the minutes

Cllr Mead confirmed Cllrs McGee and White's involvement in the FVHT (see below, item FPC.12).

FPC.6 Review of Parish Issues Log

This was submitted by Cllr Mitchell. Cllr McGee to contact the relevant parishioners with regards to issues raised around speeding, hedge cutting and litter.

FPC.7 Representatives Reports

FPC.7i Cambridgeshire County Council

Cllr Bates.

CCC operating remotely, and will continue to do so for the foreseeable future.

Confirmed the deadline for this year's LHI funding closes on 27.09.20

FPC.7ii Huntingdonshire District Council

Cllr Mead

There have been no meetings during August, so nothing to report

FPC.8 Acting Clerk's Report

FPC.8i Indemnity agreements – S106, Ladybird Nursery

Cllr Mitchell



New, signed copies of the originals sent to HDC legal team to enable issuing of funds to FPC.

- FPC.8ii The six month exclusion rule for Councillors
Although it has been difficult for councillors to attend meetings and parish related activities have been curtailed as a result of Covid-19, Cllr Mitchell confirmed (via CAPALC/NALC) the requirement for a standing Parish Councillor to attend a meeting or undertake Council activities within the last six months still applied. Failure to do so would result in automatic removal of a councillor. Cllr Kent to speak to Cllr Hayes, as he is close to breaching the requirement.
- FPC.8iii Communications, inc Spectrum, The Village website
The new Parish Council website is designed to complement the existing Village website, not replace it. Cllr Kent to speak to the webmaster again about linking the two.
Deadline for the next Spectrum entry is 17th September. All articles to Cllr Mitchell ASAP.
- FPC.8iv Updating Standing Orders and policies
These will be discussed at the next Finance and Constitution Committee meeting, and subsequently presented to full council for final approval and adoption.
- FPC.8v Reopening the Parish Council office
In light of new Government restrictions around Covid-19, a decision on the re-opening of the office to the public has been deferred to the next Full Council meeting.
- FPC.8vi Future meetings – face-to-face
In light of new Government restrictions around Covid-19, a decision on the return to face-to-face meetings has been deferred to the next Full Council meeting.

FPC.9 Committee Reports

FPC.9i Finance and Constitution

Cllr Mitchell

- (a) End of year accounts and audit/AGAR
Confirmation received from PKF Littlejohn all information required has been received. We are in a queue, awaiting issue of final AGAR/External Audit statement.
- (b) Recruitment of a new clerk, RFO, Administrator
Underway, with a number of applications of interest received already. Closing date 15th September. Shortlisting and interviews to be undertaken before the end of the month.

Cllr Turner joined the meeting

FPC.9ii General Purposes (a) GP.7 Parish storage

Cllr Pryke



The Parish Council is running out of storage capacity around the Village. To address this, Cllr McGee to investigate possible solutions and report back.

(b) GP.8 Underpass

Martin has been approached to cut back the brambles, Cllr McGee to assume responsibility for managing contractors to maintain the vegetation and general repair and cleanliness of the underpass, with a view to including these in the scope of works for Martin and Tom. The new CCC Highways Officer to meet Cllrs McGee and Kent to discuss (as the underpass is coming into CCC's remit)

(c) GP.9 Hampton Car Park entrance

A proposal was put forward to investigate alternatives to the current concrete blocks placed across and around the entrance. One suggestion is to build a rockery. Cllr Turner to look at alternatives, including landscaping the area and report back.

(d) GP.10 Grass & hedge cutting (FPC, HDC or CCC)

There remains confusion on who is responsible for which areas around the Parish, not least as CCC is in the process of passing over some of its responsibility to HDC. In addition, there are conflicting maps being used. Cllr Kent is to speak to the various parties with a view to drawing up a definitive agreement.

(e) GP.11 Chequer Street hedge cutting

The hedge by Chequer Street and the hedge between the play area and football field are to be cut as a matter of urgency. Cllr McGee to commission Martin to undertake this. In addition, other remedial work needed in the Chequer Street car park area was discussed, including street lights not working. Cllr Pryke to organise this.

(f) GP.12 Clock Tower lighting

A proposal was put forward to look at the possibility of upgrading the lighting in and around the Clock Tower, to include up-lighting on all four sides of the Clock Tower itself. Further discussions took place around the need for a significant upgrade of the Clock Tower and surrounds. Cllrs



Polhill and Mitchell to put together a detailed proposal, including costings and conservation considerations for Council.

Cllr Polhill will take over responsibility for the regular winding and general maintenance/servicing of the clock from former Cllr Caswell.

(g) GP.13 Chequer Street roadside from number 10 to Hall Green Lane

Cllrs McGee and Kent to meet with CCC's new Highways Office, Mr E Price. to review the problem of on-pavement/grass verge parking, not least the reluctance for residents to park in the garage area behind because of safety and security issues. Options tabled included building parking bays on the current verge and to consider the upgrade of the garage area to include improved security measures, such as barrier entry, floodlighting, etc. The possibility of a Local Highways Initiative (LHI) grant application to CCC was also discussed (deadline, as mentioned 27.09.20).

(h) Suggestions for further projects

I. Revamp of Underpass and surrounding area

Whilst ownership of the underpass will move to CCC (From Highways England) shortly, this whole area is seen as an eyesore, and a location which attracts anti-social and potentially criminal behaviour. It was proposed to look at possibilities of upgrading and enhancing the area, to tie in with the pond and clock tower upgrades. Cllr Polhill to lead this.

II. Hamptons Playing Field

With the imminent increase in capacity of football pitches on the old cricket pitch, Fenstanton Football Club will no longer need to use the area for fixtures. It was proposed to look into the possibility of creating a family-friendly park area; enhancing the leisure facilities; undertaking a planting programme of new trees. Cllrs Ferrier and Polhill will lead on this.

FPC.9 Planning

Cllr Ferrier

Current applications

All applications up to date. Response to amended Vindis site development application has been submitted to HDC.

FPC.10 Finance

Cllr Mitchell

FPC.10i Approve monthly payments schedule and funds transfer

Proposed Cllr Kent, seconded Cllr White. Approved.

**FPC.10ii Monthly management report**

A six-month set of reports (to 30.09.20) will be presented at the next Full Council meeting. In the meantime, Cllr Mitchell reported expenditure year to date is currently running under-budget, and expects to see this continue to the year end. The second Precept payment of £44,508.00 from HDC is scheduled to be received 10.09.20.

FPC.11 Projects updates – Cllr Pryke**a) MUGA**

The A14 Community Fund has been in contact apologising for the delay, and confirmed all work agreed will be undertaken, Awaiting proposed timetable and schedule of works. Cllr Bates to speak to A14 Community Fund and liaise with new Headmistress. Cllr Mitchell to then progress this.

b) The Fen cycleway/bridleway

Public notice of development of Bridleway currently being advertised. Subject to no objections, Vegetation cut back will start 27.09.20. Level and raking path will take 20 working days, then needs to be left to settle over the Winter, with the second (final) top surface scheduled for next May. In the meantime, signage and bollards at entrance to be installed in October.

However, Cllr Kent has contacted CCC to ascertain if the work can be finished this year, subject to weather conditions.

c) Pond & Clock Tower

Bollards and fencing scheduled for first two weeks of October. Spraying of pond to be scheduled over next two weeks. Work on the Pond clearance cannot start until November at the earliest to fit in with environmental requirements. Cllr Mead raised an issue with access for the Xmas tree to be installed. Cllr White mentioned there are still fish in the pond (albeit most were removed previously). Cllr Mitchell to follow up with the Fen Group.

d) Litter bins & litter picking

Volunteers have picking equipment and are working diligently already. The litter picking event being organised for 20.09.20 to align with Keep Britain Tidy campaign has had a poor response and will be cancelled. All but four of the new bins have now been deployed around the village. A map highlighting locations has been distributed by Cllr McGee. The remainder will be deployed, in part, when work on the Fen has been carried out. Tom spending most of his time emptying these. A new fortnightly Biffa collection, from a locked, wheeled bin to be placed in Chequer Street Carpark is being arranged.



- e) Picnic tables/benches
All planned sets now installed.
A proposal to deploy additional tables and benches at the St Ives end of the Fen was discussed and agreed in principle at the last General Purposes Committee meeting.
- f) Matting to outdoor gym
Subject to further discussion on the MUGA, and the contractors access needs, two quotes have been received: £2,900 + VAT from the matting supplier; £700 from Martin.
- g) Bus shelters
The contractor who cleaned the shelters in March has not supplied a promised report on the condition of each. Cllr Pryke has chased, with the contractor now committed to a new survey F.O.C. Cllr McGee is to take responsibility for evaluating whether the best solution will be repair or replacement, and to report back to a subsequent General Purposes Committee meeting.

FPC.12 Village Hall Update**Cllr Mead**

Cllr McGee to join Board of FVHT as second Parish Council representative
Cllr White to take on a review role, ensuring value for money for Fenstanton Parishioners.

Morris Homes and HDC appear to be happy with proposed plans. These will be formally submitted in early October

Cllr Mead confirmed a Project Manager is likely to be appointed within the next four weeks

FPC.13 Additional items**FPC.13i Speed humps in High Street****Cllr McGee**

To be looked at as a future Local Highways Initiative (LHI) bid. Currently collecting data from the Speedwatch equipment to ascertain if the conditions are right for a speed limit reduction to 20MPH. To be discussed during the meeting with CCC Highways officer on 16.09.20.

FPC.13ii Use of Clock Tower for Xmas tree and (possible) Xmas Fayre

A request has been made to use the land around the Clocktower.

Proposed: Cllr Kent, Seconded Cllr White. Approved

FPC.14 To accept notices and matters for the next agenda

Expansion of the Graveyard. Cllr Bates to include in discussions with new Headmistress

LHI bid with Hemmingford Grey PC. Cllr Kent to update council

There being no further business, the meeting closed at 20.55.