



FENSTANTON PARISH COUNCIL
Minutes Parish Council Ordinary Meeting
Zoom Video Conference on Thursday, 10th December 2020
at 19.00

Present: Cllr S Collinson, Cllr N Ferrier (Vice Chair), Cllr P Kent (Chair), Cllr R McGee, Cllr K Mitchell, Cllr S Polhill, Cllr, G Pryke, Cllr A Puntambekar, Cllr J Schofeldt and Cllr C White

In attendance: J Perez (Clerk), County Councillor I Bates and 1 Parishioner

1. **To receive any apologies of absence and to receive any declarations of interest**
Apologies received Cllr P Hayes, District Cllr D Mead & Cllr J Davies (St Ives South Ward)
No declarations of interest.

Comments and observations from members of the public (NB comments should be relevant to items on this agenda only)

2. **To Co-opt new Councillors to Fenstanton Parish Council -South**
The Parish Council should made up of 13 Councillors. There were two applications for our vacancy. HDC advised the Clerk that if we had two applications, we were free to Co-opt for the 2 places available.
Cllr G Pryke proposed that the PC co-opt Simon King, **Cllr N Ferrier 2nd, All Cllrs were in favour.**
Cllr R McGee Proposed that the PC co-opt Joseph Middleton, **Cllr P Kent 2nd, All Cllrs were in favour.**
The Clerk will send the relevant paperwork to be completed and welcome them to Fenstanton Parish Council.
It was agreed to defer discussions regarding which Councillors will be responsible for Fenstanton North and Fenstanton South to the next meeting when all Cllrs are present.
3. **To approve the minutes of the Parish Council Meeting held on Thursday 12th November 2020 and General-Purpose Meeting 26th November 2020**
Cllr J Schofeldt proposed that the minutes of the Parish Council meeting held on 12th November were a true record of the meeting, **Cllr R McGee 2nd, Cllr G Pryke abstained, All other Cllrs were in favour.**



Cllr P Kent proposed that the minutes of the General Purposes meeting held on 26th November were a true record of the meeting, **Cllr G Pryke 2nd, All other committee members were in favour.**

4. **To receive reports from the County and District Council**

County Cllr I Bates – Government spending review, no detail of settlement yet, this is due on the 17th December. District and County Councils are looking at their budgets for February. There is a full Council meeting next Tuesday. He is working with District on the Vaccine.

5. **To consider matter arising or carried forward from the last or a previous meeting**

5.1 **To discuss and decide upon Cllrs to represent Fenstanton North X2 and Fenstanton South X11**

Deferred to the next meeting when all Cllrs Present

5.2 **Cllr Mitchell meeting with Head Teacher to discuss possible projects and funding to support school - update**

Cllr K Mitchell has not heard back from the Head yet.

5.3 **Signage on the new A14/A1307 to show Fenstanton – update**

There is no mention of Fenstanton on the signage from the A14, this seems to be causing confusion for drivers. It was agreed that Cllr A Puntambekar and Cllr J Schofeldt will look at this further and speak with County Cllr I Bates before speaking with Highways England.

5.4 **Request from The Royal British Legion for a donation for the Poppy Appeal**
Cllr P Kent proposed that a donation of £100.00 was made, **Cllr G Pryke 2nd, All Cllrs were in favour.**

5.5 **Power Wash underpass - quotation**

The Parish Council has received a quotation for the cleaning of the Underpass of, £1,462, to high pressure steam clean the entire area and includes the removal of all graffiti. A further quotation of £150.00 has been received to treat the organic growth on all coping stones and to help prevent re-growth.

The Clerk has tried to contact Highways England to ask for their support as this area is currently still owned by them but so far has not had a response. The Clerk will chase them. **Cllr P Kent Proposed** that the Parish Council approve the quotation and make arrangement for the work to be carried out, **Cllr G Pryke 2nd, All Cllrs were in favour.**



6. **Review of Parish Issues Log – outstanding items**

6.1 **Waste Bins – outside Ash’s shop and re-instate bin that has been removed outside 2A High Street/bus shelter**

Cllr R McGee and Cllr A Puntambekar have removed the Bin outside Ash’s, this is due it not being emptied and overflowing.

Cllr R McGee contacted HDC regarding the removal of the Bin at the Bus Shelter outside 2A the High Street. This has now been replaced.

6.2 **Access to Hampton Woods - update**

Cllr D Mead has advised the Clerk that he will submit a Freedom of Information request as currently he is unable to access files to determine the access rights. This will take a few weeks and will therefore be discussed further at the next meeting.

7. **Clerk’s Report**

7.1 **Luton Airport flight paths – update**

Cllr P Kent has been in contact with other local Parish Councils to gauge their views as there is not currently sufficient information. County Cllr I Bates advised that County and District Council are looking into the noise, environmental health, and pollution impact. **Cllr P Kent proposed** that Cllr C White will act as the Parish Council representative and attend a webinar to gain more information and report back to the Parish Council, **Cllr G Pryke 2nd, All Cllrs were in favour.**

8. **Committee Reports: -**

8.1 Finance & Constitution - Cllr Mitchell

• **Completion of external audit and publication of AGAR**

The AGAR had been returned with a minor qualification. Details are on the Parish Council website.

• **Finalisation of Precept for FY 21/22**

The Precept for 21/21 £110,187 will be submitted tomorrow (11.12.2020)

• **Review Clerk’s hours, to increase to 25 hrs per week Jan 2021**

The Clerk was initially employed to work 20 hrs per week, with the option to increase if the role required. It has become apparent that extra hours are required. **Cllr C White proposed** to increase the Clerks hours to 25 hrs per week commencing January 2021, **Cllr P Kent 2nd, All Cllrs were in favour.** Hours currently owed will be taken in lieu over the quieter Christmas period.



- **Community Warden – update**

The community warden role has been offered, the candidate has verbally accepted. They are due to start January 2021. Quarterly monitoring will be set up with HDC.

8.2 General Purposes – Cllr Pryke

- **Drains – report and update**

Cllr R McGee and Cllr P Kent have surveyed the village to assess the drains, unfortunately CCC are currently unable to meet face to face so were not able to join them. Cllr P Kent has been keeping CCC updated. The school drains have been inspected via a camera and there is substantial invasion from tree roots. An inspection report with clearance actions is due and will be issued to the school head, which will be shared with PC. Thanks to County Cllr I Bates for his help in getting CCC involved. There was flooding at Church Leys and Church Lane which was cleared today (10.12.20) by an emergency team at CCC.

- **Bins – Litter bins - update**

2 new bins will be located at the Fen

- **Parish Footpaths – update and discuss correspondence from Parishioner regarding Footpath P3**

To be discussed at the next meeting

- **Refurbishment of Bus Shelters - update**

The order has been placed to refurbish the bus shelters and the colour dark jade was agreed. Work will take place in the new year.

- **Clocktower/Pond – update**

The Clock Tower refurbishment is due to commence on the 18th January 2021. Scaffolding will be in place 1-2 weeks. The Clerk will liaise with Cllr S Polhill to arrange for notifications to be posted to nearby residents.

Cllr K Mitchell is attending a site meeting with Fen Group to discuss the current works. Cllr S Polhill suggested that signage and planting should be looked at next year. Cllrs S Polhill and K Mitchell will investigate the current disabled parking and monitoring. Cllr S Polhill discussed the possibility of parking on the area of wasteland near the underpass. Cllr I Bates advised that this land currently belongs to Highways England but will be transferred to CCC highways in the future.

- **Village Maintenance – (Martin’s Contract) – update**

Cllr N Ferrier proposed that the Clerk contact Martin to discuss current contract and to ensure that he is charging within the agreed amounts and that the Clerk be the point of contact for Martin. **Cllr P Kent 2nd, All Cllrs were in favour.**

- **MUGA - update**

Cllr K Mitchell advised that work is due to commence on the 14th April 2021.



8.3 Planning – Cllr Ferrier

- **Application ref: - 20/02128/OUT 39 dwellings and 0.2ha of allotments with associated Works, Land East Of Bridge Over A14 And Between A14 And Cambridge Road Fenstanton**

The Planning Committee responded to HDC Planning to advise that they recommended this application for approval only if conditions were met. The Clerk has since received an email regarding the transfer of allotment land. A response from the Planning Committee Chair has been sent.

- **Application ref: - 20/02108/HHFUL Old Tile Barn Church Street Fenstanton Huntingdon PE28 9JL**

The Planning Committee responded to HDC Planning to advise that they recommended this application for approval.

- **Application ref: - 20/01965/FUL DAF House Ruffles Park Potton Road Fenstanton Huntingdon PE28 9QR**

The Planning Committee responded to HDC Planning to advise that they recommended this application for approval

8.4 Burial Board

- **Review Committee and nominate Chair**

Cllrs S Collinson, P. Kent, K Mitchell, G Pryke, A Puntambekar, will form the Burial Board Committee, Cllr P Kent will act as Chair. * It was agreed that all other matters be deferred to a Burial Board Committee meeting to be arranged for January 2021

- ***Expansion of graveyard**
- ***Digitisation of burial records and mapping of graves**
- **Graveyard management system (Scribe)**

Cllr K Mitchell and the Clerk spoke with a representative for Scribe Cemetery Management. They offer a comprehensive package to manage burial sites. The cost of the package is £39.00 per month with £200.00 set up fee. **Cllr K. Mitchell proposed** that the Parish Council agree these costs and sign up to use Scribe, **Cllr P Kent 2nd, All Cllrs were in favour**

- ***Physical inspection/audit of headstones**
- ***Cremation fees (currently going to Dioceses of Ely, even though we now have responsibility for maintenance of this area)**
- ***Consideration of fee schedule**

9. Transport Working Group

9.1) Traffic Regulation Order for speed reduction on High Street.



Cllr r McGee advised the Parish Council that this should have gone to public consultation, but this has not happened yet

9.2) LHI Application for Chequer Street parking bays.

Cllr P Kent, Cllr R McGee and the Clerk met with two representatives from CCC Highways to clarify what was required. CCC Highways will put a proposal together for hardstanding.

9.3) A1307 Cambridge Road Slip Road Initiatives & Upgrade.

Cllr P Kent advised that Cllr K Mitchell had put a proposal together which has been sent to CCC and Skanska for costing to implement significant local environmental and road safety improvements. Skanska have provided a standard quotation including 40% contingency, the costs are very high. County Councillor Ian Bates advised the PC that an application to HDC for retained CIL money should be made urgently as the deadline is the beginning of next week. Once funding is secure the Parish Council can look at quotations from other contractors. The Parish Council discussed what would be the priorities from the list of works, as to do everything on the list would not be possible due to the costs involved. It was agreed that the Parish Council submit an application to HDC for retained CIL money based on the following: -

Village Entry Signage No HGV Parking.	£10,378
Village Gateway Welcome and Planting.	£60,797
Pinch & Crossing Point.	£80,229
Parking Planter Deterrent.	£98,401
Partial Central Traffic Islands.	£200,000
Verge Footpaths.	£198,000
Total Retained HDC CIL Application.	£647,805

Cllr C White proposed that the application should be submitted, **Cllr A Puntambekar 2nd, All Cllrs were in favour.**

10. Approve Payment Schedule

Cllr K Mitchell proposed payments be made, **Cllr P Kent 2nd, All Cllrs were in favour.**



11. **Councillors items – information only. No discussion and no decisions can be made**

Cllr N Ferrier requested that the Parish Council support the Village Christmas tree, with a financial contribution. This will be discussed further at the next PC meeting.

Cllr J Schofeldt has spoken with Steve Booth regarding the ditch. Steve advised that the land to the hedge belonged to him. He advised that Environmental Health would clear the ditch and he will keep this clear to enable the Parish Council to see the pipe.

Cllr C White enquired about the format of the agenda, he felt that the information from the separate committees was not necessary. Other Cllrs disagreed and expressed they liked the format as it kept them informed on what else was going on within the Parish Council.

Cllr S Polhill advised that he would be attending a Cllr Training course on the 12th December.

Meeting closed 21.33