



**FENSTANTON PARISH COUNCIL**  
**Minutes Parish Council Ordinary Meeting**  
**held at the Church Centre, Fenstanton on Thursday 11<sup>th</sup> November**  
**2021 at 19.00**

**Present:** Cllr P Hayes, Cllr R McGee (Vice Chair) Cllr J Middleton (Joined 19.27), Cllr K Mitchell, Cllr A Puntambekar, Cllr J Schonfeldt and Cllr C White

**In attendance:** V Yarnall (RFO, Clerk for this meeting), 3 members of the public.

21/22-104 **To receive any apologies of absence and to receive any declarations of interest**

Apologies received from The Clerk due to annual leave, Cllr S Collinson due to personal commitment, Cllr N Ferrier due to work commitments, Cllr P Kent (Chair) due to illness – (Cllr R McGee to Chair meeting), Cllr G Pryke due to prior commitment, County Cllr D. Dew due to prior commitment, Town Councillor A Dickson due to prior commitment and Town Councillor R D'Souza due to prior commitment.

District Councillor D Mead not present.

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

21/22-105 **To discuss and decide on the co-opting of a New Council Member and sign declaration to office**

Paula Short has applied to become a Parish Councillor, unfortunately Paula was not able to be present at the meeting. **Cllr K Mitchell proposed** that Paula Short be co-opted onto Fenstanton Parish Council, **Cllr C White 2<sup>nd</sup>, All Cllrs were in favour.** The Clerk will arrange for the declaration of office to be sign as soon as possible.

21/22-106 **To present the award to Jean Ding, the Winner of the Community Hero Award**

Cllr R McGee presented the community hero award to Jean Ding. Jean Ding worked tremendously hard during the pandemic, selling items on her stall and keeping peoples spirits up during the lockdowns. Jean has raised £6600

across 34 charities and sold many books, jigsaws, plants and anything that came her way on her stall during lockdown.

21/22-107 **To approve the minutes of the Parish Council Meeting held on Thursday 14<sup>th</sup>**

**October 2021**

Cllr R McGee referred to a spelling mistake of Jonathan Djanogly within the minutes. Cllr J Schonfeldt asked who the other two members from the CCC Flood Authority were (21/22-86). This is to be investigated. **Cllr P Hayes proposed** that the minutes of the Parish Council meeting held on Thursday 14<sup>th</sup> October 2021 were a true record of the meeting. **Cllr C White 2<sup>nd</sup>, All Cllrs were in favour.**

21/22-108 **To receive reports from the County and District Council**

No Reports.

21/22-109 **Flood Working Group – updates**

MP Jonathan Djanogly has promised to contact the environment agency and highways. Nothing has been heard back from County Council. Cllr K Mitchell has updated the website with information regarding flooding, what to do and who to contact if Flooding occurs. He has also asked for volunteers to join a flood working group but not had any volunteers so far. If Volunteers come forward a possible £1500 of equipment can be provided. Clerk to include in Spectrum and Cllr A Puntambekar to put a request out on social media.

21/22-110 **Operation London Bridge – discuss Parish Council procedures**

The Parish Council need to decide on a strategy for the event and arrangements put in place. A draft page needs to be ready to go for the website. Cllr K Mitchell will action this. Business cannot be conducted during the ten days of mourning. There will be a memorial book in the village. The church bells need to be tolled as per the regulations. Clock tower lights either need to be changed to purple or turned off. Clerk is liaising with the church about the bells and investigating the clock tower lights. **Cllr J Schonfeldt proposed** that the required motions were put into place, **Cllr A Puntambekar 2<sup>nd</sup>, 1 abstained, All other Cllrs in favour.**

21/22-111 **Update – Communication with HDC, meeting with HDC and County Councillor D. Dew planned**

Item 21/22-113 also discussed within this item. The meeting with HDC and County Councillor D. Dew is planned but has not yet happened. Cllr J Schonfeldt suggested a letter of complaint should be sent to Jo Lancaster as there has been no further progress.

With regards to the next CIL round, currently the Parish Council are unlikely to be in a position to submit anything by the end of December as discussions with HDC and CCC are required but communication with CCC and HDC is difficult as they do not respond to the Parish Council. This item will be on the next agenda to discuss how to move forward as currently there is no relationship with principal authorities.

21/22-112 **Update on Defibrillator - possible locations**

Cllr R McGee has contacted County Council about the request to use lamp posts to place defibrillators. No response has been received.

The new defibrillator to be purchased will be an upgraded version. It was also questioned whether the defibrillator outside the shop should be upgraded. Training on the use of defibrillators and CPR could take place in the village.

It was suggested the request to put a defibrillator on a private property could be put out to the village. The liability of having one on a private property should be investigated. Cllr A Puntambekar will reach out on social media regarding this once the other 2 have been installed.

It was questioned whether the Parish Council could look into paying for the power of more lampposts in appropriate places to where the defibrillators will need to go.

Also, Morris Homes and Chorus homes could be investigated as possible locations.

21/22-113 **Submission of proposal for Cambridge Road improvements – prepare for next CIL round at end of year – update on meeting with Sonia Hansen**

See item 21/22- 111

21/22-114 **Request from the Village Hall Trust to hold the Christmas Fayre at the Clock Tower on Friday 3<sup>rd</sup> December**

**Cllr K Mitchell proposed** the Parish Council agree for the Christmas Fayre to be held at the clock tower, **Cllr J Schonfeldt 2nd, all in favour.**

21/22-115 **Review of the Fenstanton Parish Council website**

Cllr R McGee expressed his thanks to Cllr K Mitchell for all the hard work and time he has given in building the Parish Council website. Cllr K Mitchell stated that there were some new accessibility statements from NALC and the website will need adjusting based on this. Cllr A Puntambekar suggested that the website should be updated to make it more mobile friendly, with the possibility of building an App with push notifications, etc. Cllr J Middleton suggested that the website would be vital if Spectrum is lost. Social media important to engage with younger Parishioners. The Parish Council has previously agreed to the possibility of employing someone to provide admin support to the Clerk, this person could also cover social media and communication. **Cllr K Mitchell proposed** that that the Parish Council get professional advice on the website and pursue the possibility employing a third staff member, **Cllr R McGee 2<sup>nd</sup>, All in favour.**

21/22-116 **Approve order for Play Ground repairs – Kompan £9255.20**

Cllr R McGee provided the background information for this order. He explained that 5+ companies were originally approached for quotations, unfortunately some did not respond or were not able to quote. Kompan was the only Company that provided an official quotation and approximate lead time. Sutcliffe's quotation was a verbal quotation to Cllr G Pryke and the Clerk was unable to contact them for lead times and a written quotation was not received. The Playground repairs highlighted in the inspection report need to be carried out as quickly as possible to ensure the safety of the Play areas and those using them. **Cllr J Schonfeldt proposed** the Kompan order for £9255.20 was approved, **Cllr J Middleton 2nd, In favour: 5 Against:2.**

21/22-117 **Discuss and decide on spend of £10,000 for repairs to the Church yard pathways**  
There are two paths that need repairing. One path belongs to the Parish Council and one to the Church. Two quotes have been received and the County Council have been asked to contribute. It needs to be investigated if the Church path can legally be funded. The decision will be deferred until the next meeting.

21/22-118 **Committee Updates:- Planning, General Purposes , Finance and Constitution & Burial - Information Only – no discussion or decisions can be made**  
No updates, items form general purposes have already been covered.

21/22-119 **Discuss the Pitfield and Youth Club funds, agree for funds to be transferred to one of our current accessible bank accounts and name the person making the claim in the minutes of this meeting**  
The history behind the Youth Club and Pitfield accounts was explained. When the money is transferred to a current accessible bank account, both funds will be kept as earmarked reserves. The youth club fund will only be spent on youth activities and the Pitfield Fund will remain for upkeep of the clock tower only. **Cllr K Mitchell proposed** the Pitfield and youth club banks accounts were closed and remaining funds should be transferred to the Parish Council bank account. The responsible Financial Officer (Vicky Yarnall) should request these transfers to take place. **Cllr C White 2<sup>nd</sup>, All Cllrs were in favour.**

21/22-120 **Unity Trust Bank – discuss and decide on signatories, set payment limit and decide on main authorised users**  
**Cllr J Middleton proposed** the below signatories and authority levels were approved, **Cllr C White 2<sup>nd</sup>, All Cllr were in favour.**

**Suggested Signatories:**

1. Clerk
2. RFO
3. Cllr K Mitchell
4. Cllr P Kent
5. Cllr R McGee

**4 online users required, suggestion and suggested roles:**

1. Clerk (Online role: View Submit and Authorise)
2. RFO (Online role: View Submit and Authorise)
3. Cllr K Mitchell (Online role: View Submit and Authorise)
4. Cllr P Kent (Online role: View and Authorise)

**Payment Limit suggestions:**

- 2 user authorisations for all payments
- 3 user authorisations over £5000.

21/22-121 **Payments and Receipts Schedule (items since previous meeting)- approve payments- Appendix A**  
**Cllr K Mitchell proposed** that all payments and transfers were approved, **Cllr R McGee 2<sup>nd</sup>, All Cllrs were in favour.**

21/22-122 **Bank Reconciliation up to the end of the previous month**

Bank reconciliation was reviewed and accepted. Cllr K Mitchell confirmed that the MUGA cost is still to be invoiced for and VAT claims for last year and current year are still to be made.

21/22-123 **YTD Income and Expenditure against budget up to the end of the previous month.**

YTD income and expenditure report was reviewed and accepted.

21/22-124 **Discuss and decide whether to hold a Full Council Meeting in December**

Due to items needing to be discussed and moved forward **Cllr C White proposed** that a Full Parish Council Meeting should take place in December, **Cllr J Schonfeldt 2<sup>nd</sup>, All Cllrs were in favour.**

21/22-125 **Agenda Items for Next Meeting**

1. Relationship with county and district council and how to move this forward.
2. Climate change and the suggestion of adopting policy with regard to this.
3. Final confirmation of precept and budget for 2022/2023.

Meeting Closed 8.24pm.

Chairman Signature (Roy McGee) .....