



FENSTANTON PARISH COUNCIL
Minutes Parish Council Ordinary Meeting
held at the Church Centre, Fenstanton on Thursday 10th February
2022 at 19.00

Present: Cllr S Collison, Cllr P Hayes, Cllr R McGee (Vice Chair) Cllr K Mitchell, Cllr A Puntambekar, Cllr G Pryke, Cllr P Short and Cllr C White

In attendance: J. Perez (Clerk)

21/22-126 **To receive any apologies of absence and to receive any declarations of interest**

Apologies received from Cllr P Kent due to personal commitment, Cllr N Ferrier due to prior commitment, St Ives Town Cllr Angie Dickson due to prior commitment and County Councillor D Dew due to prior commitment.
No apologies received from Cllr J Middleton or District Councillor D Mead.

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

21/22-127 **To approve the minutes of the Parish Council Meeting held on Thursday 11th November 2021**

Cllr K Mitchell proposed that the minutes of the Parish Council meeting held on Thursday 11th November 2021 were a true record of the meeting. **Cllr P Hayes 2nd, All Cllrs were in favour. RESOLVED** that the minutes are approved as a true record.

21/22-128 **To discuss and decide on the co-opting of a New Council Member and sign declaration to office**

Martin Hewitt explained to the Parish Councillors his reasons for wanting to become a Parish Councillor. **Cllr R McGee proposed** that Martin Hewitt be co-opted onto the Parish Council, **Cllr P Hayes 2nd, All Cllrs were in favour.** The Clerk will arrange for Martin Hewitt to sign the declaration of office and complete all paperwork required. **RESOLVED** that Martin Hewitt is co-opted onto the Parish Council.

- 21/22-129 **To welcome new Councillor Paula Short to the Parish Council**
 Cllr P Short was co-opted onto the Parish Council in November but this is the first meeting to be held that she has been able to attend since her co-option. Cllr P Short explained her reasons for wanting to become a Councillor and she was welcomed to the Parish Council. Current Councillors introduced themselves to both Paula and Martin.
- 21/22-130 **To inform the Parish Council of the resignation of Cllr J Schonfeldt and discuss vacancy**
 Due to personal circumstances Cllr J Schonfeldt has resigned from the Parish Council. The Clerk advised that the Parish Council can advertise the vacancy as there is less than six months until Councillors retire, and local elections are held. **RESOLVED** that the Clerk will advertise the casual vacancy.
- 21/22-131 **To receive reports from the County and District Council**
 No County or District Councillors present.
- 21/22-132 **To formally approve decisions made by delegated committee during December 2021 and January 2022 when the Parish council was unable to meet due to Omicron variant of Corona virus**
- a) MI Gardeners to fit mesh pathway at Hampton Green – cost £950.00
 - b) K&M Lighting to fix faulty streetlight at Orchard Gardens x2 – cost £70.00 each
 - c) Finalise and send completed Precept form – 20% increase - £134,000
 - d) Privately funded LHI for Cambridge Road to be submitted to CCC for advice from Sonia Hansen on break down of proposal- £500.00
 - e) Summer Maintenance contract awarded to Majestic Garden Services £550.00 per cut & other jobs as per quotations
 - f) Privately Funded LHI for 20's plenty submitted to CCC - £500.00
 - g) Advertise for new RFO 5-7 hours per week
 - h) Payment schedules December 21/January 22 approved
 - i) Grass areas in Fenstanton North to continue to be maintained by HDC, but FPC able to put benches etc on the areas
 - j) Ian Wilson – pressure wash tunnel of underpass - £200.00
 - k) Highways England asked to clean/repair and paint both entries to the underpass
 - l) Lecterns, whipping post, bench, repair of post and erect Parking signs – approved quotation £320.00
- Cllr C White proposed** that all decisions made by the delegated committee are formally approved, **Cllr G Pryke 2nd, All Cllrs were in favour. RESOLVED** that all decisions are approved.
- 21/22-133 **Discuss LHI feasibility study received from CCC for London Road St Ives**
 The Parish Council has now received the feasibility report from CCC this will now go before a Local Highway Improvement Panel meeting to be assessed. Cllr K Mitchell is liaising with County Councillor D Dew and he is speaking with

the Mayor of Cambridgeshire regarding this application. Fenstanton Parish Council has previously approved funding towards this application. **RESOLVED** that funding has been previously approved.

21/22-134 **Walking sports activities**

Fenstanton Parish Council in conjunction with the Healthy Lifestyle Team at HDC would like to offer organised sports activities for groups that may be interested, this could include walking sports activities too. This could also extend to young people during the holiday. **Cllr K Mitchell proposed** that the Clerk put a notice in Spectrum to gauge interest, **Cllr A Puntambekar 2nd, All Cllr were in favour. RESOLVED** that the Clerk will put a notice in the next edition of Spectrum.

21/22-135 **Flood Working Group – any update and Funding for Flooding information**

Cllr K Mitchell advised that he is waiting to hear about a joint meeting with South Cambridgeshire MP and Jonathan Djanogly MP. We are waiting for the modelling from the Environment Agency. Unfortunately, there has been no interest from residents to join a Flood defence group that was advertised in Spectrum.

21/22-136 **Communication with HDC, decide on how to move as no meeting agreed so far**

Despite reaching out to HDC on a number of occasions to organise a meeting to discuss communication, this still has not happened. Cllr Martin Hewitt has a contact at HDC who he will reach out to, he may be able to help facilitate a meeting.

21/22-137 **Defibrillator - possible locations update and funding received**

With funds raised by the Church and £500.00 donation received by the Parish Council from Making a Difference Locally through NISA retail, there is now funding in place to purchase another defibrillator. The defibrillator will sit on the wall of the Church Hall opposite the primary school. There is a 15-week waiting list. The Parish Council will order the defibrillator and will take on the responsibility of the Defibrillators in the Village. The Parish Council is still looking for other locations in the Village to site another defibrillator. **RESOLVED** that the Parish Council will purchase a defibrillator and take responsibility for the defibrillators in the Village.

21/22-138 **Review details of repairs to the Church yard pathways – costs and responsibility**

As Cllr P Kent has been discussing with the Church and he is not at this meeting, this item will be deferred until the next Burial Board or Full PC Meeting. **RESOLVED** to defer to another meeting.

21/22-139 **Discuss and decide on adopting a Climate Change policy for Fenstanton Parish Council**

Cllr C White has discussed this informally with Cllrs P Kent and N Ferrier. He suggests the Parish Council investigate the possibility of having a Climate Change Policy. He advised the Clerk that Cllr N Ferrier has previously produced a booklet on this subject which may be useful. The Clerk will reach out to Cllr N Ferrier and also look at SLCC and CAPALC to see if there are already templates that could be adapted. This will be discussed further at the next full PC meeting. **RESOLVED** that the Clerk will speak with Cllr N Ferrier and investigate with SLCC and CAPALC.

21/22-140 **Parking Chequer Street – installation of bollards – Quotations**

The grass verge at the end of Chequer Street where it meets Huntingdon Road is being damaged by cars parking on the verge. This area has recently been cleared, and tidied and there is concern that the verge will become damaged. Cllr R McGee has made enquiries to have removable bollards installed and two quotes have been received. On further discussions with the owner of the adjacent land an offer was made for his contractor to keep the ditch clear if bollards are not installed. **Cllr R McGee proposed** that the Parish Council monitor the situation for the time being, **Cllr G Pyke 2nd, All Cllrs were in favour. RESOLVED** to monitor the situation.

21/22-141 **Discuss feedback received regarding Benches/Picnic tables for Fenstanton North**

The Clerk has received a number of emails and telephone calls from residents with contrasting views, many of whom are not receptive to the idea of installing benches or picnic tables and would prefer the areas to be left as they are and those that would welcome a bench/picnic table or small play equipment. Cllr A Puntambekar and Cllr K Mitchell will map out some ideas and go out to speak to residents to get an idea of what may and may not be acceptable. CIL money would be used for any purchases made. **RESOLVED** to develop map and discuss further with residents.

21/22-142 **Discuss and decide on the purchasing of benches**

Currently there is no requirement for any new benches. **RESOLVED** not to purchase benches.

21/22-143 **Discuss use of the MUGA and possible improvements to booking system**

The current system allows users to access the diary and to make a booking, however it does not send an automatic code to access the MUGA to the person making the booking. Instead, an email is sent to the Clerk email address, this has to be monitored in order for the Clerk to then send an access code to the user. Whilst this works to some extent during office hours, it is not ideal when the email is not being monitored. Therefore, the Clerk will research other booking systems that can automatically send an access code and have the facility for the code to be changed. The Clerk has received an enquiry about playing Tennis at the MUGA, however the surface is not suitable for Tennis. This decision was made prior to the MUGA being built as there are Tennis facilities available in Villages close by. **RESOLVED** that the Clerk will research other booking systems and report back.

21/22-144 **Discuss repairs to the Play areas, further work required and signage quotations**

Repairs have been carried out at the park at Rookery Way, there is further work to be carried out to remove the rotten wooden edging and back fill with soil and seed. One roundabout handle will need replacing as cut in error. The wet pour surfacing at Chequer Street park has not been repaired as the contractor did not have the correct products to make the repair. An invoice for work carried out so far has been submitted, there are a couple of queries, the Clerk will speak to Kompan. The Clerk will ask for a new quotation for the wet pour at Chequers Street play park.

RESOLVED the Clerk will query invoice and request new quotation.

The Clerk has received 3 quotations for signage for the 3 play parks and adult gym, **Cllr G Pryke proposed** that the Parish Council accept the quotation from The Sign

Shed for 400 x 300 3mm recycled plastic signs including one for the MUGA at a total cost of £45.85, **Cllr K Mitchell 2nd, All Cllrs were in favour. RESOLVED** that the Clerk will purchase signs from The Sign Shed.

21/22-145 **Discuss ideas for Platinum Jubilee – discuss any**

The Clerk has received an email from a couple who are interested in being involved in organising events and Cllr R McGee has also had someone express their interest. The Clerk will put another notice in Spectrum for any further volunteers. The Parish Council are happy to provide a plan and resources but are not able to organise any events. **RESOLVED** that the Clerk will put another notice in the next edition of Spectrum.

Councillors discussed the possibility of having a flagpole installed at the Clock Tower, with a plaque to commemorate the Queen's Platinum Jubilee. **Cllr C White proposed** that the Parish Council obtain quotations, **Cllr G Pryke 2nd, 1 Cllr abstained. All other Cllr were in favour.** The Clerk and Cllr C White will make enquiries. **RESOLVED** that the Clerk and Cllr White will obtain quotations and bring back to next meeting.

21/22-146 **Asylum Seekers – any action required**

The Parish Council are not aware of any issues arising. Cllr K Mitchell advised that Cllr P Kent has been invited to sit on a steering group committee and accepted this offer. **RESOLVED** that Cllr P Kent will sit on the steering group.

21/22-147 **Scouts – update**

The Parish Council has obtained the 'Old Orchard' land from Kier Homes. The Parish Council will lease the land to the Scouts. The Scouts and the PC are in the process of getting a legal agreement organised. There will be certain restrictions. The PC working group will meet with the Scouts before coming back for further discussion at a Full PC meeting. **RESOLVED** that working group will discuss further and bring to full PC meeting for approval.

21/22-148 **Tree Planting**

Cllr R McGee advise that Ray Puddefoot is assisting the PC with a planting plan for Cambridge Road, but this is not yet complete. The plan will need to be approved by CCC. Ray will also work with the PC on a planting plan for the Hamptons. **RESOLVED** to defer to next meeting.

21/22-149 **Discuss replacing key locks with combination padlocks on access points**

The PC discussed the possible benefits to using combination locks for easy access. However, from past experience it was felt that combination locks can be temperamental when exposed to the elements. Cllr G Pryke proposed that current padlocks were kept in place and that a set of keys be arranged for contractors who will be required to sign for them, Cllr A Puntambekar 2nd, All Cllrs were in favour. **RESOLVED** those current padlocks will remain and the Clerk will organise keys for contractor.

21/22-150 **Discuss the condition of the cycle path on the Low Road and email received**
County Councillor D Dew has also been contacted regarding this issue, he has advised the Parish Council that he has spoken to the Cambridgeshire Mayor who will have a look to see what work is required. This falls under the responsibility of CCC and the Mayors office. **RESOLVED** to communicate with County Cllr Dew.

21/22-151 **Committee Updates: - Planning, General Purposes, Finance and Constitution & Burial - Information Only – no discussion or decisions can be made**
Planning- Cllr N Ferrier is now Chair of the committee following the resignation of Cllr J Schonfeldt.
General Purposes- Cllr G Pryke updated the PC.
Finance and Constitution- The PC are currently advertising for a RFO following the resignation of Vicky Yarnall. There have not been any applicants so far. Cllr K Mitchell is currently overseeing the Finance. If a RFO cannot be found, then the PC may have to consider a locum service.
Burial Board – Meeting scheduled

21/22-152 **Payments and Receipts Schedule (items since previous meeting)- approve payments- Appendix A**
Cllr G Pryke proposed that all payments are made, **Cllr A Puntambekar 2nd, All Cllrs were in favour. RESOLVED** that all payments are made.

21/22-153 **Agenda Items for Next Meeting**
Any business, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting
Next meeting 10th March.
To discuss current committees to replace Cllrs that are no longer on the Parish Council.

Meeting closed 20.52

Chairman Signature (Roy McGee)