



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

Present: Cllr N Ferrier, Cllr P Hayes, Cllr M Hewitt, Cllr P Kent (Chair), Cllr R McGee (Vice Chair), Cllr K Mitchell, Cllr G Pryke and Cllr C White

In attendance: J. Perez (Clerk), County Cllr D Dew (left at 19.40), District Cllr D Mead (arrived 19.42 and left at 20.30), 3 Parishioners

21/22-154 **To receive any apologies of absence and to receive any declarations of interest**

Apologies received from Cllr S Collison due to illness, Cllr P Short due to illness and Cllr J Middleton due to work commitment. Cllr A Puntambekar absent but no apologies received.
No declarations.

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

Meeting closed 19.02

Cllr P Kent sent the Parish Council's condolences to Jerry Schonfeldt on the loss of his wife.

A Parishioner commented on item 176 – he expressed concerns about cars parking on the Verge near to the carpark on Chequers Street as this obscures the view when cars are exiting the car park and can restrict access.

Liberal Democrat candidate Claire Telvin introduced herself and advised she would be standing for election in the District and Parish Council elections in May 2022. She advised that if anyone had any issues, they could contact her directly.

Meeting opened 19.04

21/22-155 **To approve the minutes of the Parish Council Meeting held on Thursday 10th February**

Cllr P Hayes observed that the draft minutes said January and not February, the Clerk will amend.

Cllr G Pryke proposed that the minutes of the Parish Council meeting held on Thursday 10th February 2022 were a true record of the meeting. **Cllr C White 2nd, All Cllrs were in favour. RESOLVED** that the minutes are approved as a true record

21/22-156 **To receive reports from the County and District Council**

County Cllr D Dew advised that the new administration at CCC have set the budget with a 5% increase on last year. He advised that CCC has received a one-off grant from the government, this has given a balanced budget. This is due to the devolution to fund Social Care. Whilst there has been an underspend in their budget this year, there is no money left for local improvements until the new budget is in place in April 2022. He advised that if Fenstanton Parish Council have any projects coming up that they are costed and submitted as soon as possible when the new budget comes in. He will know more about the LHI application for London Road, St Ives following the meeting that Cllr K Mitchell attended, after the Highways Committee meeting in April. He also advised that he had discussed and visited the cycle way on the Low Road with the Mayor of Cambridgeshire and Peterborough, Nik Johnson and that the Mayor will assist when taking these issues forward. Cllr D Dew advised that the local Highways plan is focused on cycling routes and there is not as much in the new budget for repairs to roads and highways. Cllr P Kent asked about the drain clearance programme which is supposed to happen Bi-annually and wanted to know if this is still in place as it is in its second year. Cllr D Dew advised that it was and that CCC's Environment and Green Infrastructure Committee has now officially adopted the Flood Plan policy.

21/22-157 **To arrange a date for the Annual meeting of the Parish**

It was agreed with Councillors to hold the Annual Meeting of the Parish on Thursday 21st April. **RESOLVED that the APM will take place on the 21st April.**

21/22-158 **LHI for London Road St Ives- update following LHI panel meeting**

Cllr K Mitchell attended a short presentation and the Parish Council will know more after the Highways Committee meeting in April.

21/22-159 **Low Road – update following discussions between County Councillor D. Dew and the Mayor for Cambridgeshire**

This is ongoing but the Mayor is aware of the issues and will assist going forward.

21/22-160 **Elections 2022 – Clerk report**

The Clerk advised the Council that the elections in May are for all 13 seats on the Parish Council, 11 for the South ward and 2 for the North ward. The Clerk has shared the details of what needs to be completed if Councillor's wish to stand for election.

- 21/22-161 **Discuss engaging Flood Risk specialist – Cost Approx £3000-£3500**
Cllr N Ferrier has contacted a Senior Flood Risk Management Engineer to discuss carrying out an independent flood risk report for Fenstanton, in the hope that this will give more credence to support the Parish Councils concerns. The Engineer will analyse the report that the Flood working group put together and carry out his own independent report. **Cllr P Kent proposed** the Parish Council engage the engineer, **Cllr G Pryke 2nd, 1 Cllr abstained, All other Cllrs were in favour.**
It was also noted that CCC have published their flood plan and there is no mention of Fenstanton anywhere in the document despite the fact that the Parish Council have engaged with them a number of times. **RESOLVED to engage the engineer to assess and report.**
- 21/22-162 **Communication with HDC**
Cllr M Hewitt spoke to a relative that works for HDC and he explained that HDC are very short staffed and the PC would need to speak to them about specific issues. County Cllr D Dew advised that there are now two permanent members of staff as Head of Planning Clara Kerr and Head of Development Management Julie Drummond, Cllr Dew is meeting with Julie next week and will try to organise a meeting and for HDC to engage in a few weeks. He will also speak to Ryan Fuller and try again to set up a meeting.
- 21/22-163 **Defibrillator – update on purchase**
The Clerk has sourced a defibrillator that is available for delivery within 5-10 working days, the total cost for the unit and cabinet is £1349.00, this can come with a sponsor board if required and the Clerk will discuss this with the Church. The unit will be placed on the wall of the Church Centre opposite the School. **RESOLVED to purchase the Defibrillator.**
- 21/22-164 **Church yard pathways – costs and responsibility**
The quote received for the repairs to the paths through the Church yard are: - for the Church path approximately £5,600 although this may rise due to some extra work the Church have requested and the Council path approximately £4,400. The Church have agreed to contribute 50% of the costs to the Church path repair. The Parish Council agreed to cover the other 50% of the costs under S137 LGA 1972 allowance, with a 20% contingency. Cllrs agreed that it would make sense to do both paths at the same time.
Cllr R McGee proposed that the Parish Council approve to contribute 50% of the costs to the repairs of the church path with a 20% contingency. And to carry out the repairs to the Council path at the same time. **Cllr P Kent 2nd, All Cllrs were in favour.**
RESOLVED to contribute 50% of the costs of the Church Path repairs with a 20% contingency.
- 21/22-165 **Discuss adopting a Climate Change policy for Fenstanton Parish Council**
Defer until the next meeting after the SLCC Climate Change virtual training.
RESOLVED to defer until the next meeting.
- 21/22-166 **Discuss request to change the access to The Fen – removal of bollards and replace with gate**

Cllr P Kent advised that any new gate system would need to allow for the access of large farm vehicles and this would need to be considered when the proposal is received. Once the Clerk has received a proposal it will be discussed further at a full PC meeting. **RESOLVED to discuss again when proposal is received.**

21/22-167 **Update -Benches/Picnic tables for Fenstanton North following email from HDC**

Cllr R McGee advised Councillors of the situation, that despite email confirmation from HDC giving permission for benches/picnic tables, HDC have now advised the PC that they do not want benches/picnic tables placed in these areas. Cllr R McGee advised that a bench could still be considered for Elizabeth Court and the privately owned land at Greenfields. It was agreed to defer this item and discuss at the next General Purposes meeting. **RESOLVED to discuss at the GP meeting.**

21/22-168 **Allotment Lease Heads of Terms – Glebe Allotments – discuss terms**

Cllr P Kent advised Councillors that the terms of the were discussed at the last Planning Meeting and the questions raised at that time have now been addressed. The terms of the lease of Glebe Allotments are acceptable to the Parish Council. **Cllr R McGee proposed** that he will sit on the Allotment steering group, **Cllr P Kent 2nd, all Cllrs were in favour.**

Cllr R McGee proposed that the Parish Council move forward with the heads of terms, **Cllr C White 2nd, all Cllrs were in favour.**

RESOLVED that Cllr R McGee will sit on the Allotment steering group and the Parish Council will move forward with the terms of the lease.

21/22-169 **MUGA – discuss possible new booking system – cost £30 per month**

The current system for managing booking does not provide the support required. The current booking system is part of the Parish Council accounts and Cemetery management package with Scribe. The Clerk has found a software package that will automatically inform the user of the code required to access the MUGA and this will mean that it will no longer have to be monitored, especially outside of working hours. The cost is £30.00 per month. **Cllr K Mitchell proposed** that the Parish council move the booking system across to Clubspark, **Cllr C White 2nd, all Cllrs were in favour.** The Clerk will advise the current supplier that the Parish Council no longer wishes to use the booking system as part of our package and enquire if this will give the Parish Council money off.

RESOLVED that the Parish Council move the MUGA booking system to Clubspark and the Clerk will inform the current supplier and enquire to the possible saving on the package.

21/22-170 **Playpark – updates**

Most of the repairs have been made to the Metal park at Rookery Way. MI Gardeners will be quoting to remove the rotten wooden edging, back fill with soil and seed as the quotation from Kompan is excessive.

The quote received from Kompan for the repairs to the wet pour at Chequer Street in approximately £6500. The Clerk will make further enquiries with other suppliers as this cost seem high. Further quotations will be discussed at the General Purposes meeting.

RESOLVED to discuss further quotations at the General Purposes Meeting.

- 21/22-171 **Platinum Jubilee – request for donation to afternoon tea**
Cllrs would like further information, they would like to know how much the request is for and what is planned? Cllr R McGee will enquire and bring back for discussion at the General Purposes meeting. Cllr K Mitchell advise any donation considered would be from LGA 1972 S137. **RESOLVED to discuss at the General Purposes meeting.**
- 21/22-172 **Scouts – update following zoom meeting**
Cllr N Ferrier updated the Parish Council following a virtual meeting that he, Cllr R McGee and Cllr K Mitchell attended with members of the Scout group, to discuss moving forward with the Scouts plans for a low impact building on the land of the old orchard.
Cllr N Ferrier advised that there are two issues that need resolving, the first is to find out what the definition of the S106 says, was this reserved for the VH Trust and if not used by the VH trust can this be amended? The other issue is that someone at CCC has advised that Bridle way on Conington Road can be landscaped.
- 21/22-173 **Pond – update on works**
The Clerk has received a quotation for replacing the damaged fence panel. The Parish Council would like to get other quotations and discuss further at the General Purposes meeting. The Parish Council would like the Clerk to ask the contractor about returning to tidy the area to the left of the pond and tighten the railings, The Clerk will write an update to be published in Spectrum. **RESOLVED to get further quotations for fencing, write an update for Spectrum and get contractor to tighten railings and tidy area beside the Pond.**
- 21/22-174 **Football Club - replacement of fencing alongside Chequer Street Park – re-use or allow Football Club to use looped fencing**
The Football Club have replaced the fencing alongside Chequer Street park and have asked if they can use the looped fencing that has been removed. The Parish Council would like to re-use the looped fencing along side the ditch by the play park. **Cllr P Kent proposed** that the looped fencing is erected alongside the ditch on the edge of the play park, **Cllr G Pryke 2nd, all Cllrs were in favour.** The Clerk will inform the Football club. **RESOLVED to erect the looped fencing alongside the ditch at the edge of the Play Park.**
- 21/22-175 **Discuss how the HDC Community Protection and Enforcement Officer may be of help in the Community**
The Parish Council would like to engage the HDC community protection and enforcement officer to assess the Village and give any recommendations. **Cllr P Kent proposed** that the community protection and enforcement officer assess the Village, **Cllr C White 2nd, all Cllrs were in favour.** **RESOLVED that the Clerk will contact the HDC Community Protection and Enforcement officer.**
- 21/22-176 **Discuss Traffic Issues on the High Street, Crossing & parking– request by Parishioner**
The Clerk has received from a Parishioner complaining about the dangers on the High Street. Whilst the Parish Council sympathise with his concerns, the issues he raises are the responsibility of Cambridge County Council Highways. All traffic

surveys carried out by the Parish Council show that we do not meet the criteria required for a crossing on the High Street and the percentage of speeding Vehicles recorded on the High Street is very low. The Parish Council has submitted a privately funded Local Highways Initiative application for 20 mph speed limit for the whole village and is waiting to hear from CCC.

Unfortunately, the Parish Council does not have the jurisdiction or any powers of enforcement to deal with cars parking illegally. However, the Parish Council will put a reminder notice in Spectrum to ask drivers to park considerately.

The Parish Council will speak to the Football Club regarding the unsafe parking of cars on Chequer Street when matches are held.

RESOLVED to inform the Parishioner that the matters raised are the responsibility of CCC Highways. Cllr R McGee will speak to the Football club regarding parking on Chequer Street.

21/22-177 **Litter Picking**

There will be a group litter pick on Sunday 13th March. There will be approximately 28 people involved and 5 students attending as part of their Duke of Edinburgh award.

21/22-178 **Discuss responsibility of ditch/drain clearing – Chequer Street**

It is understood that the ditch has 3-way riparian rights – The Parish Council, Steve Booth and the Football club. The costs of clearing should be split equally. Cllr R McGee will speak to the Football Club and defer to the General Purposes meeting to discuss further. **RESOLVED to discuss further at the General Purposes meeting.**

21/22-179 **Discuss current committees and any changes**

Cllr P Kent ran through the current committees, Cllr M Hewitt agreed to stand on the Planning Committee, all other committees will be discussed again after the Elections in May. **RESOLVED for Cllr M Hewitt to stand on the Planning Committee.**

21/22-180 **Committee Updates: - Planning, General Purposes, Finance and Constitution & Burial - Information Only – no discussion or decisions can be made**

The Finance and Constitution committee meet next week and will discuss year end, recruitment of a RFO and policies. There is a General Purposes meeting coming up.

21/22-181 **Insurance Renewal – second year of 3-year contract £3018.78**

Cllr P Kent proposed that the payment of £3018.78 is approved for the insurance renewal, **Cllr G Pryke 2nd, all Cllrs were in favour. RESOLVED that the insurance renewal agreed and paid.**

21/22-182 **Capalc Affiliation 1st April 2022- 31st March 2023 £713.96 or £763.96 inc DPO membership**

Cllr P Kent proposed that the Capalc affiliation fee be approved and include the DPO, **Cllr G Pryke 2nd, all Cllrs were in favour. RESOLVED that the affiliation fee be approved to include the data protection officer.**

21/22-183 **Join the ICO (Information Commissioner’s Office)- Data Protection £40 or £35 if paid by DD**

Cllr P Kent proposed that the Parish council join the ICO and pay by direct debit to take advantage of the discount, **Cllr G Pryke 2nd, all Cllrs were in favour.**

RESOLVED to join the ICO and pay by direct debt to get discount.

21/22-184 **Payments and Receipts Schedule (items since previous meeting)- approve payments- Appendix A**

Cllr G Pryke proposed that all payments are approved, **Cllr C White 2nd, all Cllrs were in favour. RESOLVED to make all payments.**

21/22-185 **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

Finalised budget to be brought back to be approved at the Annual Parish Council Meeting in May.

Standing orders and policies to be reviewed at the Annual Parish Council Meeting in May.

Meeting closed 20.48

Chairman Signature (Paul Kent)