



FENSTANTON PARISH COUNCIL
Minutes Parish Council ANNUAL Ordinary Meeting
held at the Church Centre, Fenstanton on Thursday 12th May
2022 at 19.00

Present: Cllr P Hayes, Cllr M Hewitt, Cllr P Kent (Chair), Cllr R McGee (Vice Chair) and Cllr P Short.

In attendance: Jo Perez (Clerk), 4 Parishioners, Callum Pitt and HDC Community Protection & Enforcement Officer- Ashley Dolling

Minutes

- 22/23- 20 **Elect Chairperson and Vice Chairperson and sign declaration of acceptance to office**
Cllr P Kent advised that he is happy to stand as Chairman, **Cllr R McGee proposed** that the Parish Council accept Cllr P Kent as Chair, **Cllr M Hewitt 2nd, all Cllrs were in favour. RESOLVED that Cllr P Kent is elected as Chairman.**
Cllr R McGee advised that he is happy to stand as Vice Chairman, **Cllr P Kent proposed** that the Parish Council accept Cllr R McGee as Vice Chair, **Cllr M Hewitt 2nd, all Cllrs were in favour. RESOLVED that Cllr R McGee is elected as Vice Chairman.**
- 22/23- 21 **Signing of Declaration of acceptance of office for all Councillors**
All Councillors present signed the declaration of office with the Clerk as witness. Cllr G Pryke and Cllr A Puntambekar have also signed the declaration of office prior to the meeting with the Clerk as witness. The Clerk will arrange for Cllrs S Collison and Cllr N Ferrier to sign the declaration as soon as is convenient. **RESOLVED that all Cllrs other than Cllr Collison and Cllr Ferrier signed the declaration to office. The Clerk will arrange for Cllr S Collinson and Cllr N Ferrier to sign as the earliest opportunity.**
- 21/23- 22 **To receive any apologies of absence and to receive any declarations of interest.**
Apologies received from Cllr S Collison due to illness (Covid), Cllr N Ferrier due to work commitment, Cllr G Pryke due to Holiday and Cllr A Puntambekar due to work commitment. No declarations of interest.

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

Meeting closed 19.03

A Parishioner – (Secretary from the Allotments Society) spoke about the future of the allotments and thanked the Parish Council for its support and for Cllr R McGee joining the steering committee as Parish Council representative. She spoke about securing the future of the allotments and building financial stability. They will be charging new members £30.00 and currently have 20 people on the waiting list. The new allotment site will provide 12-13 new plots. She advised the Parish Council that there is a big problem with rabbits and muntjac deer eating produce and they would like the Parish Council to consider a grant for fencing. She provided two options: 1) For the PC to pay for fencing to 3 sides of the plot with on side paid for by plot holders the cost of this would be £2,800.00 or 2) For the PC to pay for all fencing this would be an additional cost of £1,350.00.

A Parishioner discussed the change of access at the Fen and would like the Parish Council to approve the new gate option. She also discussed the cutting of the verges. She advised that when the Fen bridle path was originally discussed that 4 cuts per year were promised.

The Parish Council will address these items when at the appropriate point on the agenda.

HDC Community Protection & Enforcement Officer- Ashley Dolling – addressed the Parish Council and gave an oversight of his role. His remit is to deal with environmental crime and anti-social behaviour, this includes fly tipping, abandoned vehicles, Dog fouling, control, attacks and noise disturbance, as well as neighbour disputes and causing nuisance. With regards to Dog fouling, he can provide stickers to make parishioners aware of the fines that can be imposed and also patrol hot-spot areas, he encourages Parishioners to contact him if they witness or know of regular offenders. He is able to give fixed penalty fines.

Ashley may also be able to help with the suspect drug dealing that is happening in the village and will speak with the neighbourhood policing team in St Ives.

Meeting opened 19.29

22/23- 23 **To approve the minutes of the Parish Council Meeting held on Thursday 14th April 2022.**

Cllr P Hayes proposed that the minutes of the Parish Council meeting held on Thursday 14th April 2022 were a true record of the meeting. **Cllr M Hewitt 2nd, All Cllrs were in favour. RESOLVED** that the minutes are approved as a true record.

22/23- 24 **To receive reports from the County and District Council**

None present.

22/23- 25 **To discuss and decide on the co-opting of a New Council Member and sign declaration to office**

Callum Pitt has applied to become a Parish Councillor and attends the meeting. **Cllr P Kent proposed** that Callum Pitt be co-opted onto Fenstanton

Parish Council, **Cllr P Hayes 2nd, All Cllrs were in favour.** Callum has signed the declaration to office and participates in the rest of this meeting.
RESOVED that Callum Pitt is co-opted as a Parish Councillor.

- 22/23- 26 **To review current committees and sub committees – see appendix A**
The Parish Council discussed the current committees and sub committees, as 3 Councillors are no longer on the Parish Council.
General Purposes committee – Paula Short will join.
Finance and Constitution committee – Martin Hewitt and Callum Pitt will join.
Planning committee – to discuss at next meeting when more Councillors are present.
Burial Board Committee – Peter Hayes will join.
Footpath working group – the Clerk will add a note to Spectrum to see if a Parishioner would like to join.
Flood working group – Cllr P Kent will join.
Hampton working group – will remain as before with Kevin Mitchell as a Parishioner.
Transport working group – will be absorbed by the General Purposes committee.
Cllr R McGee proposed that the Parish Council accept the changes, **Cllr M Hewitt 2nd, all Cllrs were in favour. RESOLVED to make the above changes to committees and working groups.**
- 22/23- 27 **To review and approve the current policies**
Cllrs discussed that there were no changes to current policies other than the newly adopted Code of Conduct which has previously been approved. **Cllr R McGee proposed** that all policies are approved, **Cllr M Hewitt 2nd, all Cllrs were in favour. RESOLVED that all policies have been reviewed and approved by the Parish Council.**
- 22/23- 28 **LHI London Road – approved by CCC**
The LHI for London Road, St Ives has been approved, the next step will be the outline design, followed by consultation. The process will take time.
- 22/23- 29 **Discuss the possibility of Electric Vehicle charging points in the Village**
With Climate Change in mind, the Parish Council are interested to learn whether it would be possible to have Electric Vehicle charging points in the Village. In the Local Plan it says that car parks with 20 spaces or more are eligible. The Shell Garage will have 4 points. The Parish Council will investigate this further and look at whether it is possible to get funding for points in two locations in the Village. **Cllr M Hewitt proposed** that he will investigate further and speak with District Councillor Clare Tevlin to see what funding is available, **Cllr R McGee2nd, All Cllrs were in favour. RESOLVED to investigate further and bring back to a future meeting.**

- 22/23- 30 **Discuss the possibility of having an access path/walkway at the back of Pitfield Close to the Headlands**
 The Parish Council has been approached by residents asking for an access pathway from Pitfield to Simmer Piece. Cllr R McGee advised that this land is privately owned and the PC would not be able to get permission. However, there is an alternative path from Pitfield to Cranesbrook, the path needs upgrading, but has been used for many years and it may be possible to apply for definitive rights, proof of use over a period of 20 years would be required. If right of way was granted an upgrade to the path could be considered. To apply for a right of way the owner and occupier would need to be notified. This matter will go to the Footpath working party to discuss further.
RESOLVED to be discussed further at Footpath working party meeting.
- 22/23- 31 **Discuss the possibility of installing a litter bin at the Busway end of the Fen**
 Cllr R McGee will discuss with CCC Highways and HDC.
- 22/23- 32 **Discuss email received from CTC Cambridge regarding improvements to the Low Road**
 The Parish Council discussed the proposal put forward by CTC Cambridge for the possible changes to the Low Road and a trial period. **Cllr R McGee proposed** that the Parish Council support in principle a change to the Low Road and support a trial of the proposed changes, **Cllr P Hayes 2nd, 4 Cllrs were in favour and 2 Cllrs abstained. RESOLVED that the Parish Council would be supportive of a trial change to the Low Road.** The Clerk will write to advise County Councillor D Dew and CTC Cambridge.
- 22/23- 33 **Discuss the possibility of having a permanent speed indicator on the High Street**
 The Parish Council will place the portable MVAS on the High Street for a time to function as a deterrent for speeding and gather further data. Once the 20mph speed limit has been introduced the Parish council will monitor the situation and review. **RESOLVED to put the portable MVAS on the High Street for a few weeks and review once the 20mph speed limit is in place.**
- 22/23- 34 **Discuss attendance of virtual attendance of virtual roundtable meeting with the Police and Crime commissioner Darryl Preston on the 11th July 2022**
 Cllr P Kent will attend the virtual meeting. **RESOLVED that Cllr P Kent will attend.**
- 22/23- 35 **Discuss asking a Tree surgeon to look at the Tree overhanging the Pond**
 Cllr P Kent and Cllr R McGee met with a representative from the Fen Group to discuss the Pond and water levels. The large Tree to the back of the Pond impacted on the compacting of the clay so this could be partly to blame for the low water level as well as the amount of water the Tree takes from the Pond. It is possible that one of the two drains supplying rainwater to the Pond is blocked and will need clearing. Cllr R McGee has contacted 4 Tree surgeons. One did not respond, two said it was too large for them and one quoted approximately £1000.00. **Cllr R McGee proposed** that the Parish

Council approve a spend of up to £1200.00 for the removal, **Cllr P Kent 2nd, All Cllrs were in favour. RESOLVED to spend up to £1200.00 to have the Tree removed.**

22/23- 36 **Discuss the new gate system for The Fen**

Cllr P Kent advised that he has spoken with Patrick Joyce at CCC and been told that the new gate system would be installed by Lattenbury Farm and therefore farm vehicle access should not be an issue. Both the Fen Residents and the Swavesey & District Bridleways Association are in favour of the new gate. Therefore, **Cllr P Kent proposed** that the Parish Council approve the new gate, **Cllr R McGee 2nd, All Cllrs were in favour. RESOLVED to approve the new gate. The Clerk will inform CCC.**

22/23- 37 **Discuss a long-term solution for the locking of the MUGA**

The Clerk advised that the two padlocks that have recently been purchased at a cost of over £50.00 each, have gone missing within weeks of being put on the MUGA. The Parish Council will need to consider other options. The Clerk suggested that a combination bicycle lock secured by a key lock padlock may work and would be worth trialling before looking at more expensive options. It was agreed to try this option. **RESOLVED that a combination bicycle lock be trialled.**

22/23- 38 **Discuss and decide on any action required for 1A Bus service**

The Parish Council have been made aware of possible loss of funding for the 1A bus service. The Parish Council agree that it would be a huge loss to the residents in the Village that use this service regularly and needs to be retained. **Cllr P Kent proposed** that the Clerk write to the Greater Cambridge Partnership to ask that they fund this much needed service, **Cllr P Hayes 2nd, All Cllrs were in favour. RESOLVED that the Clerk will write to the Greater Cambridge Partnership.**

22/23- 39 **Discuss the Glebe Allotments**

Cllr R McGee gave background information regarding the Allotments. He discussed the request from the Allotment Society for funding towards the fencing that is required in order to keep rabbits and muntjac out. Cllr R McGee advised that the cost for the legal fees would be in the region of £2,300, this has previously been approved. Cost for fencing depending on which option the Parish Council may support would be either £2,800 or £4,200. Cllr P Kent felt that the Parish Council should support as it is a significant amenity. The Clerk advised that as costs were unknown when the agenda was published and that this item should be discussed again at the next PC meeting. **Cllr R McGee proposed** that the PC agree in principle but bring back to the next meeting, **Cllr P Kent 2nd, All Cllrs were in favour. RESOLVED to bring back to discuss at the next PC meeting when costs are published on the agenda.**

22/23- 40 **Approve draft accounts for FY 2020/21 and sections 1 and 2 of the AGAR**

The internal audit was completed and signed by the internal auditor today 12.05.2022.

- a) **Cllr P Kent proposed** that the draft accounts be approved, **Cllr P Hayes 2nd, All Cllrs were in favour.**
 - b) **Cllr R McGee proposed** that section 1 of the AGAR be approved, **Cllr M Hewitt 2nd, All Cllrs were in favour.**
 - c) **Cllr P Kent proposed** that section 2 of the AGAR be approved, **Cllr M Hewitt 2nd, All Cllrs were in favour.**
 - d) **Cllr M Hewitt proposed** that the confirmation of the dates of the period for the exercise of public rights be approved 13th June – 22nd July 2022, **Cllr P Short 2nd, All Cllrs were in favour.**
- RESOLVED that all the above are approved.**

22/23- 41 **Committee Updates: - Planning, General Purposes, Finance and Constitution & Burial - Information Only – no discussion or decisions can be made**

Nothing to report from Planning. **General Purposes** – Cllr R McGee advised that some area for grass cutting had been missed as the map was not up to date, these have now been added to the maintenance contract. Hampton Park, an architect has been employed by the PC redesign as a pocket park for multi users and a topographical survey is being carried out. Plans will be share with the public and the PC. Clock Tower path surround has been cleaned. **Finance and Constitution** - Interviews for a new RFO will be conducted on the 19th May. AGAR completed. **Burial Board** – Cllr P Kent is still waiting to hear about an extension to the grounds.

22/23- 42 **Approve Payment Schedule - See spreadsheet.**

Cllr P Kent proposed that all payments be approved, **Cllr R McGee 2nd, All Cllrs were in favour. RESOLVED to make all payments.**

22/23- 43 **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
 The Fen maintenance. Play Park annual inspections.
 Agreed to postpone the next General Purposes meeting.

Meeting closed at 20.46

Chairman Signature (Paul Kent)