

the country with many places creating their own local services managed by them (including drivers). However it was not felt that Fenstanton was at that stage currently.

18.80.02 Trees in Hilton Road

A member of the public complained that the trees in Hilton Road were extremely overgrown and could possibly cause damage to cars. Cllr Mead noted that he had heard about this already. They would be reported (again).

18.80.03 Pot holes in Hall Green Lane

A member of the public complained that these had still not been filled. Cllr Kent confirmed this was the case as he had recently been to see these. The Clerk would liaise with the Highways contact about this.

The Chairman reopened the meeting at 19.40.

18.081 Declarations of Interest

None.

18.082 To Approve the Minutes of 13 September 2018

These were approved.

Proposed: Cllr Mitchell Seconded: Cllr Buchanan Vote: All in favour who were there

18.083 Matters arising from the Minutes – for information only

18.062.1 Committees format

18.065.3 CIL / Future Plans Steering Group – meeting to be called (see below)

18.065.6 Broken Glass – Metal Park Headlands – issue to GP committee

18.065.7 Fenstanton Youth – offer of meeting – no reply but further offer from resident's daughter (10) to help with any future play area ideas.

18.065.8 Business in Pitfield Close – HDC contact and suggestion (recording activity) sent to complainant. No further update at present.

18.084 Co-option of new Councillor

Nigel Ferrier was unanimously approved for co-option onto the Parish Council and was welcomed. Cllr Kent reminded all members to read the Code of Conduct about how to represent the Parish Council and themselves personally. It was incumbent on all members to behave in an appropriate manner.

18.085 To consider grant applications received with supplementary information

These were deferred to the Finance and Constitution meeting on 8th November 2018.

18.086 To consider quotes for kerb erosion work

The Clerk to secure references and other assurances and guarantees before a decision could be made. Deferred to the next meeting.

18.087 To consider and set a budget for the refurbishment of the War Memorial Garden and wreath

It was decided a budget of £500 be set for the work to be done in time for Remembrance Sunday and the 100th Anniversary of the end of the 1914-1918 War

Proposed: Cllr White Seconded: Cllr Pryke Vote: All in favour

It was decided a budget of £50 be set for the Parish Council wreath.

Proposed: Cllr Pryke Seconded: Cllr White Vote: All in favour

It was noted that whilst the area surrounding the War Memorial should be tidied up the War Memorial itself should not be cleaned at this time as it was constructed of soft stone and had not too long ago been cleaned.

18.088 IT and Communications

The following were considered; points made:

a. **Spectrum/Newsletter**

Cllr Mitchell led discussions stating that whilst he had prepared the shared induction programme files he began to consider all aspects of communication (amongst Councillors, to parishioners and all outside bodies). This led to him drafting the above list. As the Parish Council grew he queried whether the space in Spectrum was sufficient. Cllr Buchanan felt a separate newsletter should be adopted and should include clear lines about who does what in the Parish and who has responsibility for what. However a newsletter would be a big commitment and would take up a lot of the Clerk's time. It would also need to be distributed. Cllr Mitchell comments that this did not need to be door to door in paper form; however Cllr Pryke noted that paper copies would always be popular. Cllr Mitchell volunteered to help the Clerk prepare a regular newsletter. Cllr Kent suggested a brief summary of pros and cons to each aspect of the above list. Cllr Mitchell confirmed he would prepare this. Cllr White suggested doubling up the space taken in Spectrum but this was not always available. The Clerk added that Spectrum held the policy of not distributing extra items with Spectrum. Cllr Ferrier suggested binding a newsletter into Spectrum. The Clerk would look into this.

b. **Website(s)**

Cllr Mitchell pointed out that the current website sat on top of the village website and asked if going forward this was the right method. Cllr Pryke pointed out this had been discussed previously and how much Nigel Tilbury(website) was appreciated. Cllr Mitchell would try to get some analytics on who uses the website.

c. **Social media**

Cllr White mentioned a Parish nearby whose meetings were recorded on video. Members felt this should be avoided. Cllr Ferrier felt taking on the work of managing forms of social media would be a huge commitment. The Fenstanton Village Community Face Book page was already established and he suggested working with them. Cllr Mitchell and the clerk confirmed they already did.

d. **Community radio**

Cllr Mitchell suggested working with (for example) Huntingdon radio for subjects the Parish Council wanted to get across to the public by way of a slot or press released to radio. Members felt this might be worth pursuing. Cllr Mitchell suggested an external communications policy and timetable was required and he would be happy to work on this. Cllr Ferrier volunteered to help with this stating that Community Radio looked for stories and the Parish Council had to decide on what that story might be. Members thanked Cllrs Mitchell and Ferrier.

e. **Parish meetings/information sessions/attendance at village events**

Not specifically discussed at this meeting although the Parish Council has been present at two village events this year.

f. **Internal communications including Induction and Information portal**

Cllr Mitchell felt an induction pack and shared resources were both sensible and viable and asked if members had any changes to suggest. Cllr Kent confirmed he had already given feedback to Cllr Mitchell and asked all others to report back to him. Cllr Buchanan felt the work done was excellent and he had already added some information onto the shared resources file. It was a way to share all necessary information without having to pass everything to the Clerk. Cllr Kent requested an outline of plans being implemented and what might be coming up in the future. Cllr Mitchell confirmed this was already done but was in two separate parts - existing projects and proposed projects.

18.089

Fenstanton North

A suggestion had been made that extra representation be allotted to Fenstanton North, however councilors felt this would be difficult to address. It was decided to leave as is especially as Fenstanton North was extremely small an area in comparison to Fenstanton South. Cllr White commented that he found it hard to understand why Fenstanton North had been allotted two HDC Councillors (Davies and Dickinson) whilst Fenstanton South had one (Cllr Mead).

Proposed: Cllr Kent

Seconded: Cllr Pryke

Vote: All in favour

18.090

Complaints / issues action list update

Cllr Kent recommended that a Cllr be nominated for each complaint or issue and that they let the Clerk know which items they could help with. The Clerk and Cllr Mitchell would work on making the list accessible to all. Cllr White pointed out that some of the items were public issues and any reply had to state that the item was beyond the Parish Council's remit. Contact details are to be added to the list so that all involved knew who to liaise with. All Councillors should follow the issues through to completion. Cllr White stressed that not all complaints could be brought to a meeting as there simply was not enough time to go through them all. **ACTION: Clerk/Cllr Mitchell**

Cllr Mead stated that all issues must be logged on line with HDC or CCC – for example blocked gullies and pot holes. All logged issues are acknowledged by an email and reference number. This to be made clear in the contact list. All agreed this was the best way to go forward.

Cllr Mead mentioned one item - Pitfield parking problems – in that obstruction was a matter for the police. Operating a business is a planning issue to be dealt with by both planning and enforcement. Care should be taken over these types of issues (parking) as if appropriate insurance etc is held, the drivers are not breaking any laws. Cllr Buchanan felt this showed that many issues were not as simple as people imagined. He added that positive outcomes and issues should also be added to this list.

Cllr Mitchell confirmed he would add all contact points to the internal communications info hub when established. **ACTION: Clerk/Cllr Mitchell**

18.091

Committee reports where available

18.091.1

Planning – to note only

18/01769FUL – detached dwelling, Poplars, Greenfields (OK subject to comment on drainage)

18/0183/FUL – extension to dwelling to form additional dwelling – 10 Greenfields (no objections)

18.091.2

Finance & Constitution – met 9 October 2018

Cllr Henderson (Chairman of this committee) had not been available. Cllr Kent chaired the meeting and he made the following summary points:

- CIL selection

It had been decided to organise a stand-alone workshop to pull together a definite ideas and suggestions list. This would take place on 7 November.

- Cllr Kent felt that there were now four cornerstones for the CIL investment (Chequer Street play area upgrade, outside gym area, the refurbishment of the village pond and the cycle-way). The Parish Council had secured funding from the Mick George Community Fund for the play area and the gym to a sum of £30K.

An application for the village pond had begun to the same fund.

£5K had been agreed to seed fund work on the fen cycle-way project. Future projects would also be seed funded and potential funders sought out wherever possible and appropriate.

- **Budget overrun**

Following an update on budget vs spend there was a projected overrun of circa 25% which was clearly unacceptable. However the Parish Council had carried out remedial works from a Health and Safety point of view throughout the year which had affected the budget. In addition monies spent from the precept could in some areas be covered by CIL and this would be examined and evaluated. Cllr Mitchel confirmed he had liaised with the Clerk and they would be working on a cash flow forecast in the very near future when all allocations would be looked at and adjusted where necessary. Cllr Kent pointed out that there was now more and more pressure for the Parish Council to carry out works which CCC do not do because of budget cuts. In turn the Parish Council was limited by its own budget and funding but it would redirect the latter to cover necessary work. Cllr White reassured members that the Parish Council did hold reserves.

- **Clerk's salary**

Cllr Kent reported that working with CAPALC an evaluation had been undertaken on the current salary paid to the Clerk. The result indicated that the Clerk was quite substantially underpaid given the size of the Parish, the precept, the expanding community, new houses and new Councillors. Cllr Kent pointed out that the Parish is changing so would the Parish Council along with its responsibilities. However because the precept had already been set for this year it was decided to authorize an immediate salary increase with two further ones awarded as the Clerk's training continued.

18.093 **Representatives Reports** – depending on attendance
18.093.1 **District Councillors**

Cllr Mead updated as follows:

- Cllr Mead confirmed that public examination of the 2036 Local Plan ended a few weeks ago and the appointed inspector would give initial findings very shortly. HDC may have more work to do following this but fundamentally the inspector decides whether the plan is sound; he would not go into individual allocations in any details.
- Cllr Mitchell stated that the Mayor of the new combined authorities had mentioned 100,000 new homes in the area and queried if this had been included. Cllr Mead confirmed that it had.
- Cllr Mead reported that he and the Clerk had met recently and discussed generally some outstanding issues. He had also met with Emma Cichy (EC) of Highways and former Cllr Crawshaw to discuss parking at the Clock Tower. He had spoken to the DC several times but so far had not achieved anything. He had suggested dealing with this under the Local Highways Initiative (LHI) Fund via HDC. EC felt this might be a possibility and confirmed she would send some information through to Cllr Mead. CCC do consider improvements for safe parking and this can include private spaces also.
- At the same meeting the gullies had been inspected and work was carried on the same day apart from one area blocked by a parked car.
- Cllr Mead had contacted George McDowell at HDC Operations about the broken fence at Church Leys car park using pictures taken by the Clerk and an email from Cllr Davies and it was hoped to get this sorted quickly. Cllr White pointed out that there was a charity clothes collection bin in this car park which took up quite a lot

of space. Cllr Mead confirmed he would find out who had given permission for this. **ACTION: Cllr Mead**

Cllr Davies reported that St Ives Town Council had recommended approval for a new Aldi store in St Ives and a crossing in the same vicinity as the new McDonald's – currently there is no crossing.

18.093.2 County Councillor – not present – CCC currently still working on budget.

18.093.3 Parish Councillors

Cllr Kent updated on behalf of Cllr Pask who has been working on the outdoor gym. Some additional quotes were required as part of the Mick George fund applications which had now been received and sent off. Although the quote decided upon was higher than others the equipment was high end and included a two-year maintenance contract.

Cllr Mitchell stated that some feedback seen on Face Book intimated that this was seen as a vanity project so urged the Parish Council to get supporting information out into the public domain. Cllr Kent agreed that consultation / a leaflet should go out to those in the vicinity. He pointed out that the adult gym would be installed on the left hand side of the football field so that it would not be intrusive to houses or players. Cllr Mitchell had seen a second line on the left of the football pitch and queried this. Cllr Kent confirmed this was the spectator line. Cllr Pryke confirmed this would be covered at the General Purposes meeting. Cllr Kent would inform Cllr Pask that he had support for his recommendation. **ACTION: information leaflet – TBC**

Proposed: Cllr Pryke Seconded: Cllr Buchanan Vote : All in favour

18.094 General Monthly Finance

18.094.1 Updates

Finance updates were noted. The Clerk had requested a CIL update from HDC for this report but the appropriate contact has been unavailable. This would be chased. **ACTION: Clerk**

18.094.2 Payments

These were approved.

Proposed: Cllr Pryke Seconded: Cllr White Vote: All in favour

Cllr Buchanan suggested getting together a full list of grass cutting areas.

18.094.3 To approve the transfer of funds

This was approved.

Proposed: Cllr Pryke Seconded: Cllr White Vote: All in favour

18.094.4 To decide if the PC requires the cemetery hedge cut this year (circa £460)

This was approved.

Proposed: Cllr Pryke Seconded: Cllr Kent Vote: All in favour

18.095 Police Report – deferred by Clerk

18.096 Clerk's Report

This was discussed briefly with a request from the Clerk for all Councillors to come back to her with any queries. The signs at the junction of London Road (village end) should be taken down by the developer involved – no action here; Church Lane flooding and parking would go onto the issue report. The CIL discussion meeting would be referred to as a workshop not a steering committee.

18.097 November cover for the Clerk

Cllr Mitchell kindly offered to be the point of contact whilst the Clerk was on holiday.

18.098 Meeting dates remaining for 2018

October

Wednesday 24 General Purposes

Wednesday 31 Burial Board

November

Thursday 8 F&C (Budget meeting)

December

Thursday 6 Full Council (last meeting of 2018)

TBC Discussion re village meeting (facilitated by Parish Council)

18.099 To accept notices and matters for the next agenda

These were as follows:

- **Morris Homes** to be invited to the next meeting (Cllr Mead confirmed that the land for the village hall was secured but there was no access road at the moment. Cllr West was concerned that if the homes did not sell very well there would be no land for this. Cllr Mead clarified that Morris Homes were legally bound to transfer the land to the FVHT for £1. There was no question that the land would not be provided.
- There were three gaps on **outside committees** – the Fenstanton Village Hall Trust (FVHT), The Literary Institute and the Joseph Ellis Trust. Cllr Mead pointed out that the constitution of the FVHT had changed and an extra representative may now not be needed. Cllr Saunderson to be consulted (current representative). Cllr Pask was on the Joseph Ellis Trust and although there was a vacancy this did not have to be a Parish Councillor.
- The **village meeting** with residents and other parties.

18.100 Parish matters to note:

- Cllr Hayes queried the details for the **outreach councilor training** at Bar Hill. The Clerk confirmed she would forward details as soon as she had received them;
- Cllr Hayes mentioned the **parking in the High Street** which was an ongoing issue. He asked if double yellow lines could be considered. However there were mixed opinions around the table. Cllr Mead pointed out that parked cars do in fact slow up traffic in the village. Cllr White agreed. Cllr Hayes then suggested reducing the speed limit to 20 mph or installing speed cameras. Cllr Mead confirmed that speed cameras were not installed until there had been a fatal accident in a particular area. Cllr White pointed out that all the measures mentioned would need CCC and HDC involvement including a wide-reaching survey. Cllr Mead hoped that when the new road system was finished the traffic through the High Street would reduce. Cllr Kent pointed out that enforcement of yellow lines was impossible in reality.

THERE BEING NO OTHER BUSINESS THE MEETING ENDED AT 21.23