

FENSTANTON PARISH COUNCIL

Minutes of the Full Council Meeting

held at Fenstanton and Hilton Primary School, School Lane on Thursday 12 April 2019 at 19.30

Abbreviations : CCC – Cambridge Country Council; CCC - County Council; HDC – Huntingdon District Council; DC – District Council; Cllr – Councillor; PC – Parish Council

Present

Cllr Kent - Chairman
Cllr Hayes
Cllr Henderson
Cllr McGee
Cllr Mitchell
Cllr Pryke
Cllr Saunderson
Cllr White

In attendance

Annette Eggett - Clerk
1 parishioner
Jackie Turner (co-option)

19.159 Apologies for Absence

Cllrs Ferrier, Bates, Mead and Dickinson

19.160 Public Consultation – not required

Not required.

19.161 Declarations of Interest - none

19.162 To approve the minutes 14 March 2019 already circulated

These were approved.

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

19.163 Matters arising from the minutes – for information only

Outdoor gym pathway – Cllr Caswell explained that there had been a surface issue, particularly the laying of it. Cllr Pryke will sort this. **ACTION : Cllr Pryke**

19.164 Co-option of new Councillor – [Appendix 2](#)

Jackie Turner's co-option was approved and she was welcomed onto the PC.

Proposed : Cllr McGee Seconded : Cllr Morris Vote : All in favour

19.165 Publication of Councillors' details

Cllr Mitchell had met with Spectrum before this meeting and discussed a councillor page for the magazine. Cllr Saunderson felt that as one of the views from the focus group was a perceived wall between parishioners and the PC then it would be a benefit to let everyone know who councillors are, what they do and whom they should talk to; many other PCs do this. He was in favour of an information sheet for all noticeboards which should include who is Chairman and Vice Chairman. Cllr White

suggested all Cllrs let the Clerk know if there was any information they would rather not appear anywhere. Contact emails are definitely to appear as should highlighting projects that Cllrs are leading on. Dates of meetings and the office details are to appear. Cllr Caswell pointed out that even though Cllrs may lead on projects the Clerk must be kept informed of everything. Cllr McGee pointed out that Cllrs are known in the village and residents would want to approach them; email addresses were vital so they could make contact. Cllr Henderson suggested all Cllrs should have Fenstanton PC emails. All agreed. Cllr Mitchell would look at the PC IT security policy.

Publication of pictures and email and telephone contact details was approved.

Proposed : Cllr White

Seconded : Cllr Pryke

Vote : all in favour

19.166 Focus Groups

Cllr Kent had issued a note after the focus group meeting so that the positives could be noted as well as the negatives. He felt strongly that the PC was in transition and although the PC was becoming more open there was work to do on this. He wanted to ensure Cllrs who had already done good work were acknowledged. Cllr Mitchell pointed out that the feedback was common across many PCs. Cllr Kent was keen for the communications and engagement working party should go ahead and Cllr Mitchell would formulate terms of reference for this and circulate a note to all Cllrs.

Cllr Mitchell discussed the idea for community volunteer schemes including Time Bank (run by CCC). Time Bank is common in communities which suffer from isolation and deprivation. It was a volunteer matching system where people offer time and their skills; within that system is a mechanism which allocates work. The PC role would be to oversee it, not to manage it. The PC should publicise the scheme to make people aware of it and encourage them to sign up for it. Cllr Mitchell would circulate a summary and Cllrs were asked to please go back to him with thoughts. Cllr Mitchell would take the lead on this and set up a working party out of which would come a separate working party going forward with a clear remit. **ACTION : Cllr Mitchell**

Cllr Mitchell had met with Mickey and Kay who ran Spectrum. Currently 1900 issues are were produced, split between Fenstanton and Hilton. The publication needed to be used more effectively and he had proposed a four page (middle) spread (mock up circulated at this meeting) on the PC using more creativity. Cllr Ferrier had confirmed he would be happy to get a template together and help with the whole publication. Cllr Mitchell stated that an investment of £1,500 (from the precept) would secure the PC centre pages and secure the future of Spectrum for the next few years. Cllr Caswell suggested taking this further and approach village organisations such as the football club and the scouts to get new energy into magazine. Cllr Mitchell confirmed this would be part of the revamp and agreed it would increase its credibility and circulation.

Cllr White felt this would be a good investment as it would cost more to print a PC newsletter. Cllr Henderson suggested this was a decision for the Finance and Constitution Committee and needed to fit in the PC budget. Cllr Mitchell clarified the £1,500 would not be a cost for this year and felt the 150th edition would be an ideal issue to start with. Cllr McGee urged the PC to do everything it could to support this asset as it was a very good communications tool. Cllr White stressed that every house should receive it. Cllr Mitchell suggested the volunteer network could help to deliver it. Cllr Kent reminded members that the Precept was under pressure and this would be an unexpected cost; he queried other ways to fund it. Cllr Saunderson suggested

- Code of Conduct – Cllr McGee to review.
- Financial Regulations (NALC Model 2016) – Cllr Mitchell to review and place on an F&C agenda.
- Standing Orders (NALC Model 2018) – Cllr Henderson and the Clerk to review.

The order of revision would be Financial Regulations, Standing Orders (for next year's audit) and the Code of Conduct.

19.169 Reports

19.169.1 District Councillors

Cllr Davies confirmed he had been instrumental in developing a tree strategy for Huntingdonshire and urged members to have a look via the link on HDC's website. The A14 works were a concern as hedgerows had been ripped out and pollution in the area had increased. This would be mitigated by the planting of more big leafed trees by A14/Highways England. Cllr Kent reminded members he was the PC tree warden. Cllr McGee stated that Cllr Ferrier was in the process of getting information together on TPOs (tree preservation orders).

19.169.2 County Councillor – not present

19.169.3 Parish Councillors - none

19.169.4 Planning (no meeting)

- *Application ref 19/00419/ HHFUL – approved*
Magnolia Cottage, 3 Swan Road
- *Application ref. 19/00520/S73 – approved*
Detached dwelling Poplars, Greenfields

19.169.5 F&C Committee (met 28.3.19)

Cllr Mitchell confirmed that the committee had spent time on control of costs going forward.

The PC had four different 'pots' of money and grass cutting and litter picking ran across all of these. There will be a contract in place for litter picking and general village maintenance as well as grass cutting and a contractor control sheet will be used. The GP would approve any work MH may do outside of his normal work. This would all be reviewed monthly. Cllr Kent added that this would in effect act as an early warning system. Actual vs budget monthly reports would be produced and each Committee chairman would manage their own budgets.

19.169.6 Police

Cllr Kent summarised the police report and there were only two of note.

19.170 Assets of Community Value – Cllr Mitchell

Cllr Mitchell confirmed he had only had responses back from two Cllrs and asked if he should therefore assume all the other Cllrs were happy with his paper. They confirmed they were. Assets included anything of interest to the community such as Spectrum and the allotments.

19.171 CIL updates and decisions – Cllr Mitchell

Cllr Mitchell asked for any updates from around the table. Cllr Caswell confirmed he had contacted three companies about the MUGA (multi use games area). One quote had been received, one was awaited and the third company was not interested. Cllr Mitchell would suggest other funding companies. Cllr Henderson reminded Cllr Caswell that a third company need not be found if three had been approached. Cllr Mitchell would send an update to all people who had responded to the survey monkey.

Cllr Caswell queried the concrete blocks at the junior football pitch. Cllr Kent confirmed he had arranged these as a deterrent to travelers and as a temporary measure only. Further intelligence would be sought and if the threat had passed the blocks would be removed. Cllr McGee suggested turning the blocks around so that a car could get into the gate. Cllr Caswell suggested soil from the MUGA project could be used to increase the height of the bumps at the entrance to the football pitch.

19.172 Development of FPC strategic plan – Cllr Mitchell

Cllr Mitchell reported that once again he had received no feedback. However all Cllrs agreed this was a great plan.

**19.173 FINANCE
General Monthly Finance**

19.173.1 Finance updates

These were noted.

19.173.2 To approve payments.

Payments were approved.

Proposed : Cllr Pryke Seconded : Cllr White

Vote : All in favour

19.173.3 To approve the transfer of funds if necessary.

Transfer was approved.

Proposed : Cllr Pryke Seconded : Cllr White

Vote : All in favour

19.174 Next meeting dates – for information and noted

Thursday 25 April – Burial Board – NEW *

Thursday 9 May – F&C

Thursday 16 May – 124th Annual Parish Meeting (annual reports). All Councillors requested to try and attend.

Thursday 23 May – Annual Meeting of the Parish Council (Election of Chairman and other business)

19.175 To accept notices and matters for the next agenda

Speed and parking issues

19.176 Parish matters to note

19.176.1 Signage

Cllr McGee reported that the Conington Road signs were in the wrong place and did not point to Conington. The Clerk to contact Highways. **ACTION :**

Clerk

Cllr Caswell report that the Dairy Crest road signage was bent. The Clerk had already reported this to Highways.

19.176.2 Mooresbrook

Cllr Pryke reported that the brook was being used as a tip and was badly in need of cleaning out. Chris Behagg would be asked to help. **ACTION : Clerk**

19.176.3 High Street items

Cllr Hayes reported that a car had now gone from Ash's layby and work was being done on what was the antique shop. He queried whether the blue painted house was occupied. Cllrs reported it was. The owner would be contacted again about the colour. **ACTION**

Cllr Morris reported a very noisy vehicle going up and down the High Street frequently. Cllr Pryke had noted this too. Cllr Kent asked for a photograph if possible to be used if and when reporting.

19.176.4 Hemingford Grey – new tip

Cllr Saunderson reported there would be a new Redlands tip in Marsh Lane, Hemingford Grey. Cllr Kent would talk to Cllr Bates about this. Cllr White reminded members that neither CCC nor HDC had any way in mineral tips.

19.176.5 Travel Lodge

Cllr Henderson reported that a parishioner had complained about the state of the hotel next to garage going out of the village which was being used as a littering ground. Cllr White clarified that this area was not within the PC remit (South Cambs).

19.176.6 Old cricket field – dog signage

Cllr White reported that Chris Behagg had put some signage up here which had been very effective. There was also a bin here which a parishioner emptied (a thank you to be made to her).

19.176.7 The Fen - cycleway

Cllr Kent reminded members that there had been a plethora of emails about this from parishioners with their views – some support this and some no. He had followed this up with an email to all Cllrs making it clear that the decision to progress this project had been taken and minuted and this would not change. It could however be questioned in six months' time at this full council. He continued that the project is in very early feasibility stages. He suggested setting up a new survey to get more opinions to include :

- Do you see it as beneficial to the community?
- What are the benefits that you do see?
- If you think there are negatives what are they?

Cllr White felt it important to address the concerns over the width of the path and ensure it is wheelchair friendly. Cllr Caswell added clarification of whether this would be a bridleway or pathway was required however Cllr Henderson explained this could not be confirmed at the moment. Cllr McGee urged the PC to explain why it embarked on the project. All agreed this was a good idea. Cllr Kent suggested getting more information on board, staying positive and reviewing later (but as soon as possible). He reminded all that the views of the Fen residents were already in and

embedded in all discussions with CCC.

THERE BEING NO OTHER BUSINESS THE MEETING WAS CLOSED AT 21.30