

# FENSTANTON PARISH COUNCIL

## Minutes of the full Parish Council

### Fenstanton & Hilton Primary School, Fenstanton

### Thursday 13 September 2018 @ 19.30 pm

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#### **Present:**

Clr Buchanan (Vice Chairman)  
Clr Caswell  
Clr Henderson  
Clr Mitchell  
Clr Pask  
Clr Saunderson  
Clr West

#### **In Attendance:**

Annette Eggett – clerk  
District Cllr John Davies (Fenstanton North)  
Mr Peter Hayes (for co-option as Councillor)  
Mr Martyn Crawshaw (for co-option as Councillor)

**Abbreviations :** CCC – Cambridge Country Council; CC- County Council; HDC – Huntingdon District Council; DC – District Council; CAPALC – Cambridge and Peterborough Association of Local Councils; CILCA - Certificate in Local Council Administration; Cllr - Councillor

#### **18.059 Apologies for absence**

Received from Cllrs Kent, Pryke, White, CCC Bates, DC Dickinson (Fenstanton North) and DC Mead (Fenstanton South)

Clr Buchanan – Chairman of the meeting - welcomed all present.

#### **18.060 Public Consultation** - not necessary

#### **18.061 Co-option of new councillors**

Mr Peter Hayes, and Mr Martyn Crawshaw were co-opted onto the Parish Council and welcomed by Cllr Buchanan who felt their experience and background would be good assets. He added that the Parish Council would soon be at full complement. Acceptance of Office forms were submitted at the end of the meeting and witnessed by the Clerk.

**Proposed: Cllr. Buchanan Seconded: Cllr. Henderson Vote: All in favour.**

#### **18.062 Committees format**

18.062.1 Cllr Buchanan suggested deferring this discussion to the October meeting when Councillors could volunteer for those Committees which appeal most. It had been noted previously that Committee format was likely to change whilst new Councillors joined. All agreed this was a good idea.

**Proposed: Cllr. Mitchell Seconded: Cllr. Caswell Vote: All in favour.**

18.062.2 Cllr Mitchell suggested an induction pack for new councillors and had begun work on this. All agreed this was a good idea.

#### **18.063 To Approve the Minutes of 26 July 2018**

These were approved.

**Proposed: Cllr. Henderson Seconded: Cllr. Saunderson Vote: All in favour.**

#### **18.064 Matters arising from the Minutes** – for information only

##### **18.052.1 Parking at Clock Tower**

Update awaited from Cllr Mead.

- 18.052.1 Village Map**  
Progress on this to be confirmed as quickly as possible as it was frustrating at times when trying to clarify what is PC responsibility.
- 18.052.3.1 Road Safety**  
Cllr Saunderson clarified that the Public Works Loan Board (PWLB) had caused problems for Stagecoach with a last minute objection to exiting from the layby in Houghton at the westbound bus stop. The PWLB, some felt, were disorganised and did not action any report until something occurred.
- 18.065 Correspondence & Clerk's Report**  
The Clerk read through the majority of items on the report. Comments were made as follows:
- 18.065.1 **Fly tipping and cemetery bins being used for household rubbish**  
It was noted fly tipping appeared to be on the increase particularly near the subway entrance and the cemetery bins were still being used for household rubbish despite the Clerk's notices both in Spectrum and on the bins.
- 18.065.2 **Chequer Street vegetation**  
The Clerk would continue to press for this to be cut back. Concerns had been registered by several parishioners and noted by the Parish Council. Update since meeting – HDC have refused to cut this at this time as there were no safety concerns. Mr Booth (the new field owner) was prevented from further neatening of the verge by the ditch.
- 18.065.3 **CIL / Future Plans and Investments (Steering Group)**  
Cllr Mitchell had begun work on this and tabled initial papers which was appreciated by those present. More stats and CIL payment dates were to be added to the papers. The Clerk asked for clarification on whether this strand of work would fall under F&C Committee or a new steering group. To be clarified.
- 18.065.4 **Dilapidated Luminus Buildings**  
The Clerk to write to Luminus about these although not considered a safety issue at the moment. Cllr Saunderson felt they must be made secure however.
- 18.065.5 **Headlands Play Area Glass**  
The Clerk to arrange a site meeting with the parishioner who had reported this issue.
- 18.065.6 **Parish Council Complaints Log**  
It was agreed to implement Cllr Caswell's suggested Complaints Log. It was hoped that Councillors could monitor events in the village and report back to the Clerk. Any suggestions on the draft form are to be sent to the Clerk.
- 18.065.7 **Letter regarding contact with Fenstanton Youth**  
Clerk to arrange a meeting. Cllr Buchanan to attend.
- 18.065.8 **Furniture Removal Business in Pitfield Close and Brewery Vans**  
Cllr Buchanan confirmed that a parishioner's complaint about this had been taken up with firstly the police (who had stopped pavement parking) and subsequently with Cllrs Bates and Mead. An enforcement office from HDC was considering ways of alleviating this problem. An update awaited. Cllr Caswell confirmed he had seen five vans parked on the bends at Headlands and that care should be taken that the vans were not displaced to elsewhere. Cllr Pask mentioned the business called 'Banquet Inn' and whether the owner had the right to run this business from home; this is what the enforcement office would be checking.
- 18.066 Hobby Day – Saturday 15 September**  
Cllr Mitchell volunteered to be present here. No other Councillors were available. It was suggested that some bus surveys were available for the event.
- 18.067 Bus survey**  
Cllr Caswell explained the background to the survey and that nothing had appeared to be happening especially in view of planned funding cut off. Working on conjunction with other parishes he and the Clerk had pulled together this survey (also with input from Cllr Mitchell).

Copies of the survey would be delivered to all houses in the Parish by 1 October to be completed by 31 October (either hard copy or on-line). Results would be collated by each parish to be presented to the mayor of Cambridge and Peterborough as evidence.

Cllr Mitchell pointed out there was a slight issue with the survey over whether it should be one reply per household or one per person in a household. Cllr Caswell felt that repeat information should not be viewed as a problem (the survey had been through many drafts).

Volunteers would be needed amongst councillors to carry out the survey distribution. All agreed this was a good idea with an initial meet in the village to decide who would cover which streets. Mention of survey would be made in St Ives Town Council's 'The Bridge'. The Hunts Post to be considered.

**Proposed: Cllr. Caswell      Seconded: Cllr. Mitchell      Vote: All in favour.**

Cllr Crawshaw reminded members this was a designated growth area but with no money available for it. He suggested a two-fold approach; issue the survey but, bearing in the mind the limited funding combined with the buses not making money, the funds on Cllr Mitchell's spreadsheets should be looked into and after the meeting with the combined authorities major consideration should be given to issuing letters to MP and MEPs.

#### **18.068      Remembrance Day (and Centenary of WW1)**

Cllr Buchanan pointed out that many areas were planning something for this important centenary. One recent suggestion was the refurbishment of the Memorial Garden. Cllr Caswell offered to talk to the parishioner who currently looks after this. After viewing a photograph kindly provided by Cllr Mitchell it was suggested consideration should also be given to repairing the broken surrounding to the garden and cleaning of the War Memorial itself.

**ACTION: Cllr Caswell**

Cllr Mitchell suggested the possibility of naming a road in the new developments to mark the anniversary. Cllr Pask stressed that care would have to be taken over this should it be progressed so that the name was perfectly clear (Armistice Road for example). Cllr Caswell reminded members of the suggestion of a memorial plaque within the proposed new pond railings.

#### **18.069      Huntingdonshire NEIGHBOURHOOD Plan 2026**

Cllr Buchanan had read this document and confirmed that it did not contain anything of great significance for Fenstanton, but added that if the Parish Council were to develop a Fenstanton Plan it would give residents a chance to comment on all community issues (a suggestion in this document). The Neighbourhood Plan gave a clear framework and links to the 2036 Plan; it clarified a vision for where Huntingdon saw itself by 2036 and was very clear about what and who were involved in all its objectives. The town aimed to be one of the top 10 best places to live in the country by that year and the plan would be continually reviewed and monitored.

Cllr Mitchell pointed out that villages with a plan received 25% of any appropriate portion of CIL; he queried how the other 75% was spent. Cllr Henderson explained that HDC set aside a fund to which parishes could apply although HDC did set CIL at the lower rate at their discretion.

Cllr Saunderson would contact the Clerk about the St Ives Town Council Plan (which included London Road). **\*\* Update since meeting :** *Fenstanton to be included in St Ives Town Council Neighbourhood Plan (will full consultation as needed) as Parish boundaries included the land south east of A1096 to include the Marina, Greenfields and Elizabeth Court developments.*

**ACTION: Cllr Saunderson**

#### **18.070      External Funding Sources and LCPAS Grants and Funding Course**

Cllr Mitchell has provided a comprehensive list of external funding sources to help the Parish Council build on its recent successful application to the Mick George Community Fund. Some organisations were of course more suitable to approach than others. The funding course he attended was to help Parish Councils to avail of the best there was to offer – for examples most supermarkets' plastic bag levy was invested back into communities. Projects with open

access to communities were more likely to succeed than a closed club. It was hoped that once the list had been discussed some match funding opportunities might be found which could feed back into CIL investment plans. Cllr Mitchell hoped the Parish Council could then start to apply for funding on behalf of the Parish or direct outside queries to more appropriate organisations.

Cllr Mitchell reminded members there was a grant available for putting together a neighbourhood plan. Help was available to work on proposals, tenders and access to other submissions. Most funding relies on having the community behind any proposals and organisations are interested in who applicants have consulted and statistics were very helpful. Cllr Mitchell had started to look at population statistics and the demographics of the parish. Again, all this should link in to any CIL discussions. Cllr Crawshaw felt help should be available from district and county councils also.

Cllr Mitchel had also begun work on a draft CIL document and new ideas so that they could be matched to the appropriate funding opportunities.

It was decided to get a CIL / Future Plans meeting together as soon as possible. Cllr Henderson stressed that community support evidence would be vital and that any document must include (1) protocol for CIL applications; (2) timescales involved and (3) how to feed in / tie all strands together. Cllr Mitchell confirmed he had already prepared this and his draft was circulated.

The Clerk was asked to circulate these after the meeting and start to look at dates. Cllr Caswell suggested that if a steering group were set up then this would be open to members of the community.

Cllrs Buchanan and Henderson would talk to the Chairman about the format of this meeting and clarify if this was a matter for the F&C Committee or warranted a separate steering group.

**ACTION: Clerk/Cllrs Buchanan and Henderson**

**Members thanked and congratulated Cllr Mitchell for all the work he had done on this topic.**

**18.071 Committee reports where available**

**18.071.1 Planning**

*Application 18/01220-- noted and there had been no objections.  
Single storey extension for enlarged study - 16 Church Street.*

**18.071.2 General Purposes and CIL Projects Updates**

**18.071.2.1 Cycleway**

Cllr Henderson confirmed he was trying to contact Mike Davies at CCC (on holiday at the moment) and would update as soon as he had spoken to him.

**18.071.2.2 Pond Refurbishment**

Cllr Caswell confirmed two wildly differing quotes had been received. The Clerk was still trying to get a third quote. Cllr Mitchell commented that for projects under £90K three quotes were not required (as learnt at the Procurement Course he had attended). General Purposes (meeting to be called) to look at the quotes and report back.

**ACTION : General Purpose Committee / Clerk**

Cllr Crawshaw queried the ponds on the Kier development site; Cllr Henderson clarified that they were unlikely to be adopted and it was hoped that Kier would set up a management agreement for them.

**18.072 Representatives Reports**

**18.072.1 District Councillor report from Cllr John Davies (Fenstanton North)**

- 18.072.1.1 **Luminus Properties**  
Cllr Davies was aware of the empty Luminus Houses and he had approached the managing director of the company about them; no useful response had been received.
- 18.072.1.2 **Tree Trimming**  
Cllr Davies felt too many trees were being cut down and with heavy traffic on the A14 pollution levels were higher as there was less absorption. He confirmed there was an on-line tree strategy to which anybody could refer :
- “A Tree Strategy for Huntingdonshire”**  
<https://applications.huntingdonshire.gov.uk/moderngov/documents/s67324/DraftATreeStrategyForHuntingdonshire.pdf>
- Cllr Crawshaw was concerned that Morris Homes were not adhering to this policy and were actually stripping trees down. Cllr Henderson stated it was down to the Parish Council to monitor this and possibly it was too late to address. Cllr Caswell urged this information be fed into HDC head of planning including the (to be checked) fact that Morris Homes had been reported telling potential future home owners that trees would be cut down to clear sightlines. **ACTION: Clerk**
- 18.072.2 **County Councillor report – none**
- 18.072.3 **Others – Cllr Saunderson**
- 18.072.3.1 **CAPALC**  
Cllr Saunderson had attended the CAPALC board meeting last month and there was another being held on the Saturday following this meeting. As a director of CAPALC he had received the accounts before the AGM (8 October) but had found circa £20K of faults and possibly bad debts. The Association was not in profit but the loss would be modest. There would be a larger increase than 3% on subscription fees. He would abstain from the vote on this and report back.
- 18.073**
- 18.073.1 **Finance**  
All payments were approved.  
**Proposed: Cllr. Caswell      Seconded: Cllr. Henderson      Vote: All in favour.**
- 18.073.2 The transfer of funds was approved.  
**Proposed: Cllr. Mitchell      Seconded: Cllr. Caswell      Vote: All in favour.**
- 18.073.3 General Purposes expenditure of £2,124.65 for recycled plastic picnic tables and activity table (previously agreed) was noted.
- 18.073.4 **Mick George Community Fund**  
The grants (final contracts awaited) for the outside adult gym equipment and the refurbishment of the Chequer Street Play Area were noted. **Thanks were recorded to the Chairman and others for their hard work on securing these and for the excellent support from the Mick George Community Fund.**
- 18.073.5 **Whipping post**  
The quote from Cambridge Restoration of £444.37 was approved. The Clerk to arrange the collection and start of work. Preservation to be appropriate. **ACTION: Clerk**  
**Proposed: Cllr. Buchanan      Seconded: Cllr. Caswell      Vote: All in favour.**
- 18.073.6 **Cemetery Tomb Repairs**  
The Easton & Cook (E&C) quote from 2016 of £564.00 still stands. This was noted and work will start when E&C can schedule in. Clerk to contact E&C. **ACTION: Clerk**  
**Proposed: Cllr. Buchanan      Seconded: Cllr. Henderson      Vote: All in favour.**
- 18.074 **Police Report**  
This was noted. The Clerk will add to a future Spectrum report that any incidents, no matter how insignificant they seem, should be reported. Cllr Crawshaw noted the amount of

burglaries and queried the need for CCTV installation. Cllr Caswell stated the report contained an unusual amount (above normal). Cllr Saunderson pointed out that the allotment site on Hill Rise in St Ives was surrounded by a steel fence and thieves had still managed to get in through the locks. A watching brief will be kept on the number of incidents.

**18.075 Meeting dates and Clerk training and holiday dates for the latter part of the year** (other committee meetings TBC as and when required) were noted as below:

**October**

Tuesday	2	CILCA training for Clerk
Thursday	11	FULL COUNCIL

**November**

Tuesday	6	CILCA training for Clerk
Thursday	8	F&C (Budget meeting)

**December TBC FULL COUNCIL**

Tuesday	4	CILCA training for Clerk
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**18.076 To accept notices and matters for the next agenda**

These were noted as Parish Council Committee format and membership and CAPALC membership fees.

**18.077 Parish matters to note**

18.077.1 These were as follows:

- i. High Street – very messy including straw from lorries;
- ii. High Street – being used as a rat run as the A14 is very slow;
- iii. Cambridge entrance to Hilton Road – also very messy. This is DC responsibility and to be reported again;
- iv. A14 surface treatment – Cllr Buchanan noted that the A14 would be upgraded to a motorway with hopefully better quality tarmac which would offer some sound protection;
- v. Cllr Henderson stated that the A14 team plans stipulated more and larger trees;
- vi. Cllr Saunderson reported that the fence around the Church Leys car park was still broken. The Clerk had reported this twice already; Cllr Davies would take this back to HDC; **ACTION: Cllr Davies.**
- vii. Cllr Hayes suggested yellow lines down both sides of the High Street to alleviate the parking issues. Cllr Caswell confirmed this had been suggested previously but there would be objections from some shop owners on the High Street. The other problem with this suggestion is enforcement, which would be impossible;
- viii. Cllr Caswell reported the good news that the residents who had experience problems in the summer at the Headlands play area were now very happy that the nuisance activities had stopped. Also the trees had now been cut.
- ix. Cllr Crawshaw reported that gullies on the High Street were completely blocked with soil and rain could therefore not drain properly. Cllr Henderson suggested pictures were taken and sent to HDC and CCC. Cllr Caswell added that he had suggested the Parish Council hire a drain cleaner specifically for this task in November to clear all drains for the winter. Drains were cleared only once a year by the relevant authorities and this was not enough.

18.077.2

**Cambridgeshire Local Councils Conference**

This was taking place on Friday 23 November at the Marriott Hotel, Hinchingsbrooke Business Park. Cllr Mitchell reminded members of the date as several had confirmed attendance (along with the Clerk). Timings for the day are 9.30 am to 3.45 pm.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 21.42**

**SIGNED**

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**COUNCILOR JIM BUCHANAN**  
**VICE CHAIRMAN**

**DATE**

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