

**FENSTANTON PARISH COUNCIL**  
**Minutes of the full Parish Council**  
**Fenstanton & Hilton Primary School, Fenstanton**  
**Thursday 10 May 2018 @ 19.30 pm**

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**Present:** Cllr Kent – Chairman for this meeting only  
Cllr Buchanan  
Cllr G Dartford  
Cllr S Dartford  
Cllr Pryke  
Cllr Saunderson  
Cllr White

**In Attendance:** Annette Eggett – clerk

**18.001      Declarations of Interests and Acceptance of Office forms**

The Clerk accepted forms from those present and witnessed where appropriate. Forms from councilors not present to be sent to the Clerk as soon as possible for return to HDC.

**ACTION: Absent Councillors/Clerk**

**18.002      Election of Chairman for the ensuing year**

There was no interest from any councillors present in taking on the role of Chairman. Cllr Kent was asked to chair this meeting only which he kindly agreed to. Cllr Kent was therefore elected as Chairman of this meeting. Election of Chairman deferred to the June meeting.

**Proposed : Cllr White    Seconded : Cllr Saunderson    All in favour.**

**18.003      To receive the Chairman's Declaration of Acceptance of Office**

Not possible.

**18.004      Public consultation**

None.

**18.005      Apologies for absence**

Apologies had been received prior to this meeting from Cllrs Caswell, Henderson and Pask. Cllr Steve Dartford gave Cllr West's apologies at the meeting. Apologies were also received from Cllr Bates (CCC) and Mead (HDC).

**18.006      Election of Vice-Chairman for the ensuing year**

Cllr White proposed that this was also deferred to the June meeting.

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

**18.007      To receive the Vice-Chairman's Declaration of Acceptance of Office**

Not possible.

**18.008      To Review the Appointment of Standing Committees**

- Finance & Constitution
- Planning
- General Purposes
- Burial Board
- Traffic & Transport (split)
- Action Group (disbanded)
- Website Administration (disbanded)

18.008.1 *General points raised*  
It was suggested that in view of the situation this was also deferred. However Cllr S Dartford told members that the Standing Orders stated that this had to be addressed at this meeting. It was pointed out that Cllrs Dartford ideally should not both be on the same committee from a balance point of view. Cllrs Pryke and White proposed that committees as they were at present be reconfirmed en bloc with Cllr S Dartford replacing Cllr G Dartford on Finance and Constitution as he had expressed an interest in this. Cllr Kent was happy to continue on Finance and Constitution although he would not be Chairman of the council. Cllr Buchanan would replace Cllr Lee (retired) on planning.

18.008.2 *Burial Board*  
Sally Lee's offer to attend Burial Board meetings as a lay person / parishioner was accepted. Cllr S Dartford told members that this committee was unusual in that its constitution allowed parishioners to be members.

**Proposed : Cllr Pryke Seconded : Cllr S Dartford All in favour**

18.008.3 *Traffic and Transport*  
This would be split with traffic going to Planning and transport going to General Purposes

**Proposed : Cllr Kent Seconded : Cllr White All in favour**

18.008.4 *Action Group*  
This would be disbanded.

**Proposed : Cllr Kent Seconded : Cllr White All in favour**

18.008.5 *Website Admin*  
Cllr G Dartford pointed out this was not quite the right description (admin); it was decided to disband this committee.

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

18.008.6  
Cllr Buchanan commented that this all seemed very ad hoc and was concerned about the people on committees who may want to stand down or take up a place. He queried terms of reference for these committees. Cllr S Dartford told members these were in existence. Clerk to find and circulate. Cllr G Dartford confirmed there was some flexibility on format of committees under extenuated circumstances (the lack of a Chairman and Vice Chairman of this Parish Council was precisely this).

**ACTION: Clerk**

## **18.009 To Appoint Representatives (May 2018 – April 2019)**

- Cambridgeshire & Peterborough Association of Local Councils (CPALC)
- St Ives & District Road Safety Committee
- Village Hall Management Committee
- Joseph Ellis Foundation
- Footpaths
- Literary Institute

18.009.1 *CPALC*  
Cllr Saunderson confirmed he was happy to continue.

18.009.2 *St Ives & District Road Safety Committee*  
Cllr Saunderson confirmed he was happy to continue.

18.009.3 *Village Hall Management Committee*  
An additional representative who would also have to be a trustee was still sought. Cllr Saunderson was happy to continue and the issue of a second representative would be carried forward. Cllr Saunderson confirmed the Village Hall Trust was now a limited company

- 18.009.4 *Joseph Ellis Foundation*  
Cllr Pask (absent) was on this foundation. Cllr S Dartford told members that the foundation secretary would write to the Clerk about a vacancy following Sally Lee's resignation.
- 18.009.5 *Footpaths*  
Cllr S Dartford told members this was no longer in existence.
- 18.009.6 *Literary Institute*  
This was not an obligatory position and would be deferred to the June meeting.
- 18.010 To appoint Data Protection Officer (not to be the Clerk)**  
Cllr White offered to take on this role for the term of this council.  
**Proposed : Cllr Pryke Seconded Cllr Kent All in favour**
- 18.011 To Approve the Minutes of 12 April 2018 already circulated**  
Agreed.  
**Proposed : Cllr Pryke Seconded : Cllr Buchanan All in favour; one abstention.**
- 18.012 Matters arising from the Minutes** – for information only – these were noted as per the agenda.
- 18.012.1 *17.154.2 Glebe land / allotments - email reply received from Diocese*  
Cllr White raised the subject of meeting with the Diocese – he suggested an early meeting to get the parish council arguments across. Cllr Kent agreed the parish council should move on this now. Cllr White volunteered to attend such a meeting if it were not to be with the full council initially.
- Cllrs Kent and White explained to Cllr S Dartford the background to the inclusion in the 2036 Plan of the allotments for development. Cllr White added that Cllr Mead had suggested more may be achieved by adding funds to CIL money already held. Cllr S Dartford suggested the Clerk check on the legalities of spending CIL money to purchase land on which the Parish Council could be charging rent. Cllr White pointed out that were rent to be charged it could be 'peppercorn'. **ACTION: Clerk**
- 18.012.2 *Broken bollard - Cranesbrook*  
Cllr S Dartford confirmed that the broken bollard at Cranesbrook belonged to the parish council.
- 18.013 Annual Parish Assembly**  
Record of meeting was noted.
- 18.014 Correspondence & Clerk's Report**  
The Clerk quickly summarised the report.
- 18.015 Committee reports**
- 18.015.1 *General Purposes* – report on 10 April 2018 meeting – draft minutes already circulated.  
Cllr Pryke confirmed the equipment for the play area for Pitfield was now on order and it was hoped that an installation date would be confirmed shortly. The benches and tables for the area would be arranged at a later date.
- 18.015.2 *Finance & Constitution* - report on 26 April 2018 meeting – draft minutes already circulated.  
In the absence of Cllr Henderson Cllr Kent summarised.
- 18.015.3 *Planning* – report on 8 May 2018 meeting – draft minutes already circulated.  
The Clerk summarised the meeting – notes already circulated. Of the applications received there had been one rejection.

**18.016 Representatives Reports**

- 18.016.1 *District Councillor* report – none.
- 18.016.2 *County Councillor* report – none.
- 18.016.3 *Others – Road Safety*

Cllr Saunderson reported on the following:

- that the county's Killing and Serious Injuries (KSI) record was in contrast to the general improvement in the country; it was getting worse. CCC had missed this fact and attention had been drawn to it. He had also attended a Cambridge and Peterborough Road Safety Partnership meeting where it was confirmed that they would try to improve 'clustering' so black spots could be identified;
- there were concerns about two sets of traffic lights in St Ives at Hill Rise and The Seven Wives where drivers were jumping lights on a regular basis.
- it had been Sergeant Andy Street's last attendance at the Road Safety committee as he was retiring on 9 July. He added that Sergeant Street would be missed. There was no successor as yet and Cllr Saunderson asked the Clerk to write and thank Sergeant Street on the parish council's behalf and in due course find out who will be replacing him. **ACTION: Clerk**

**18.017 Finance**

- 18.017.1 To approve the Annual Governance Statement for financial year 2017/2018. Cllr S Dartford stated he could not approve this as he was not a councillor last year and could not satisfy himself that the statements were correct. However all the other councillors could and the statement was therefore approved and signed.  
**Proposed : Cllr Pryke Seconded : Cllr White. All in favour with one abstention.**
- 18.017.2 To approve Receipts & Payments for 2017/2018 – page 1 of the accounts. Approved. **Proposed : Cllr White Seconded : Cllr Pryke All in favour**
- 18.017.3 To approve the Statement of Accounts (pages 3-5 of the accounts). Cllr Kent summarised that the accounts were healthy and that CIL payments were still held. Extra costs incurred had included advertising for a new clerk.  
**Proposed : Cllr Pryke Seconded : Cllr White All in favour**
- 18.017.4 To adopt the Annual Accounts. These were formally adopted.  
**Proposed : Cllr Pryke Seconded : Cllr Kent All in favour**
- 18.017.5 To receive the financial report and approve payments Cllr Steve Dartford was not happy with three payments previously authorised by the Finance & Constitution Committee. The Clerk had to explain these. Cllr S Dartford stated that payments should be approved by the full parish council and suggested to the Clerk that she liaise with particular suppliers to make sure invoices were received on dates that tied in with parish council meetings. The payments schedule was approved.  
**Proposed : Cllr White Seconded : Cllr Pryke. All in favour**
- 18.017.6 To approve the transfer of funds if necessary – not required.

**18.018 Summer meeting dates**

(Graveyard inspection and CIL workshop TBC)

<b>Thursday</b>	<b>14</b>	<b>June</b>	<b>Full Council – election of Chairman</b>
<b>Thursday</b>	<b>12</b>	<b>July</b>	<b>Finance &amp; Constitution</b>
<b>Thursday</b>	<b>26</b>	<b>July</b>	<b>Full Council</b>

The Clerk had received apologies in advance for the June meeting from Cllrs Dartford.

**18.019**

**To accept notices and matters for the next agenda**

As per notes above re Chairmanship and Vice-Chairmanship and Literary Institute representative if this is deemed necessary.

**18.020**

**Parish matters to note**

18.020.1

**Entrance to village from A14**

Cllr Buchanan noted the 'You are entering Fenstanton' signs for the village and added however that the condition of the village was appalling on entering from the A14. He asked if something could be done about this - in particular the fence. Cllr White thought this would be covered in the A14 reparation works however it may be worth reporting now. The Clerk to contact Highways England. **ACTION : Clerk**

18.020.2

**Rubbish at same location**

Cllr Buchanan reported that there was a lot of rubbish on the other side the fence mentioned above. The Clerk was asked to contact CCC. **ACTION : Clerk**

18.020.3

**Footpath on main road through village**

Cllr Buchanan pointed out that the footpaths near the nursery on the main road through the centre of the village were very narrow. People drove very quickly through this area. He asked if a panda crossing or a traffic count had been considered here especially give the number of developments taking place which should give leverage to a case for addressing this issue. Cllr Saunderson offered to enquire about any ratios/statistics on footfall against traffic flow. **ACTION: Clerk/Cllr Saunderson**

18.020.4

**The Tudor – hedge**

It was noted that the hedge at The Tudor needed cutting. The Clerk to contact again. **ACTION : Clerk**

18.020.5

**CIL Workshop**

Cllr Buchanan queried the planned CIL workshop meeting; the Clerk confirmed she would circulate the proposed date for this very shortly. **ACTION : Clerk**

**THERE BEING NO OTHER BUSINESS THE MEETING ENDED AT 21.28**