

FENSTANTON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 11TH MAY 2017 7:30 PM AT FENSTANTON & HILTON PRIMARY SCHOOL.

Present : Cllrs: Caswell, Dartford, Dockerill, Kent, Lee, Pryke, Saunderson & White

In Attendance : Mrs S Thompson (Clerk), County Councillor Bates & Mr S Dartford

17.001 ELECTION OF CHAIRMAN FOR THE ENSUING YEAR.

A nomination was received for Cllr. Kent to assume the office of Chairman. No other nominations were received. Cllr. Kent accepted the nomination and was duly elected as Chairman.

Proposed: Cllr. White **Seconded:** Cllr. Pryke **Vote:** Carried

17.002 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr. Kent signed the Declaration of Acceptance of Office.

19:45 The Chairman closed the meeting for public consultation.

19:46 The Chairman re-opened the meeting.

17.003 APOLOGIES FOR ABSENCE.

Were received from Cllrs. Henderson, Pask and District Councillor Mead.

17.004 DECLARATIONS OF INTEREST.

No declarations of interest were received.

17.005 ELECTION OF VICE CHAIRMAN FOR THE ENSUING YEAR.

Two nominations were received for the office of Vice Chairman.

Nominations:

Cllr. Caswell	Proposed:	Cllr. Kent	2 nd :	Cllr. Dartford
Cllr. White	Proposed:	Cllr. Lee	2 nd :	Cllr. Pryke

After a closed vote, each candidate received 4 votes. Cllr. Caswell was duly elected as Vice Chairman for the ensuing year, receiving the Chairman's casting vote. Cllr. Caswell signed the Declaration of Acceptance of Office.

17.006 TO CONSIDER APPLICATIONS AND TO MAKE THE APPOINTMENT TO FILL THE CASUAL VACANCIES ON THE PARISH COUNCIL.

No applications were received.

17.007

TO REVIEW THE APPOINTMENT OF STANDING COMMITTEES.

The Chairman asked Members to consider if the constitution and terms of reference of existing standing committees should be reviewed. After discussion, it was agreed a working group, (consisting of each Standing Committee Chairman) would meet to undertake a review and report back at the next meeting.

It was proposed the existing Standing Committee structure (including Chairmanship) would remain in the current format until Council receive a recommendation from the working group.

Proposed: Cllr. Lee **Seconded:** Cllr. Caswell **Vote:** Carried
Action: Chair & Clerk to organise meeting.

17.008

TO APPOINT REPRESENTATIVES.

a) Cambridge & Peterborough Association of Local Councils.

Cllr. Saunderson agreed to continue as the Parish Council representative for a one year term (May 2017-April 2018)

Proposed: Cllr. Lee **Seconded:** Cllr. White **Vote:** Carried

b) St Ives Road Safety Committee. Cllr. Saunderson agreed to continue as the Parish Council representative for a one year term (May 2017 – April 2018)

Proposed: Cllr. Kent **Seconded:** Cllr. Pryke **Vote:** Carried

c) Village Hall Management Committee. The Chairman proposed (excepting any volunteer coming forward), the Parish Council representation on this Committee be reduced from two to one member, due to the increasing difficulty in co-opting new Members to the Council and the earlier discussion undertaken at Agenda item 17.007. Cllr. Saunderson agreed to continue acting as the Parish Council representative and will report to the Parish Council on any meetings held by the Village Hall Trust.

Proposed: Cllr. Kent **Seconded:** Cllr. Pryke **Vote:** Carried

d) Joseph Ellis Foundation Trust. Cllr. Lee advised the meeting that the existing Trustees wish to remain. It was agreed that the Trustees remain unchanged.

Proposed: Cllr. Lee **Seconded:** Cllr. Kent **Vote:** Carried

17.009

TO APPROVE THE MINUTES OF THE MEETING HELD 13th APRIL 2017.

The following amendment was proposed:

16.146: Parish Matters to Note:

1)that the overgrowing vegetation on the *Cambridge Road*

should be amended to read:

.....that the overgrowing vegetation on the **High Street**

Proposed: Cllr. Pryke **Seconded:** Cllr. Caswell **Vote:** Carried

The minutes were then approved and signed by the Chairman.

Proposed: Cllr. Lee **Seconded:** Cllr. Kent **Vote:** Carried

17.010 MATTERS ARISING.

Agenda item 16.136

Cllr. Dartford confirmed the County Council agreed to revert back to the original school bus pick-up point (opposite the Oaklands turn) effective 8th May 2017. It had been agreed, should any of the bus drivers receive complaints from residents, the complainant would be instructed to contact the Parish Council in writing.

Agenda item 16.143

The A14 Mobile Exhibition Unit is provisionally booked for the evening of Monday 24th July 2017 (18.00-20.00 hours) and will be situated at The Clock Tower. We are still awaiting formal confirmation.

Agenda item 16.144

Cllr. Dartford reminded Members of the decision to provide play equipment at Pitfield Close as agreed by Council at the meeting on 13th October 2016, where the following Minute was approved:

16.073 PARISH ACTION PLAN.

A Member requested that the General Purposes Committee include, as an agenda item, the provision of play equipment at the Pitfield Close play area. The meeting was reminded that this is on the Action Plan and was agreed to be triggered when the Ivy Nurseries development is completed with funding from the CIL payment.

The Chairman thanked Cllr Dartford for the clarification and stated the Parish Council should actively be looking at all other possible available funding.

17.011 ANNUAL PARISH ASSEMBLY.

The notes of the Annual Parish Assembly were distributed to all Members for information and were duly reviewed.

17.012 POLICE REPORT.

A report of crimes for the months of February and March 2017 was distributed to Members present.

17.012.01. To review the list of reported crimes for February:

There had been a total of 14 reported crimes during the month.

17.012.0. To review the list of reported crimes for March:

There had been a total of 9 reported crimes during the month.

Members were reminded the Police crime initiative had been postponed until later in the year, due to more demanding needs of another parish.

17.013 CORRESPONDENCE & CLERK'S REPORT.

The internal audit was undertaken on 25th April. The internal auditor was satisfied with the Parish Council's accounts and practices. Thanks were noted for the efforts of the outgoing Clerk, Mr S Dartford.

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Members were provided with a copy of the update received from Highways England on the A14 Cambridge to Huntingdon Improvement Scheme.

Information received from Carbon Smart in respect of the Rural Community Energy Fund had been issued to Members present.

17.014 COMMITTEE REPORTS.

17.014.01. Planning Committee. Cllr. Lee provided an update on current planning applications to be considered by the Committee at its next meeting on Tuesday 16th May 2017.

17.015 REPRESENTATIVES REPORTS.

17.015.01. District Councillors report.

The Chairman had been provided with an update from District Cllr. Mead, who reported that District Cllr Mead is now on the HDC Car Parking Task and Finish Group, which is due to hold its first meeting on 30th May. The main focus of the Group is on the HDC owned parking in the market towns. However, Cllr. Mead has asked for this to be expanded to include parking in the villages in the context of on street parking as well as off road parking. Cllr. Mead confirmed he is conscious that it is a major issue in Fenstanton and hopefully will be able to provide more of an update in June.

17.015.02. County Councillors report.

County Cllr. Bates provided a light-hearted and invaluable insight into some very interesting County Council statistics; he also reported a long-outstanding (retrospective) planning application to widen the existing bank by importation of waste soils on Low Road had now been decided and approved. With regard to the closure of the Low Road, he has received no indication that work will not be completed on schedule.

17.015.03. Other.

A report was given on the District Road Safety Committee meeting held on 9th May.

17.016 FINANCE

17.016.01. To adopt the Annual Accounts.

It was resolved to adopt the Annual Accounts.

Proposed: Cllr. Pryke. **Seconded:** Cllr. Lee. **Vote:** Carried.

17.016.02. To approve Receipts and Payments for financial year 2016/2017.

The Receipts and Payments Account and Supporting Statement as prepared by Mr. S. L. Dartford, (the retiring Responsible Financial Officer), were approved by resolution and signed by the Chairman.

Proposed: Cllr. Pryke. **Seconded:** Cllr. Dockerill. **Vote:** Carried

17.016.03. To approve the Annual Governance Statement for Financial Year 2016 /2017.

The Annual Governance Statement for financial year 2016/2017 as prepared by Mr. S. L. Dartford (the retiring Responsible Financial Officer) were approved by resolution, and signed by the Chairman.

Proposed: Cllr. Kent. **Seconded:** Cllr. Dartford. **Vote:** Carried

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17.016.04. To approve the Statement of Accounts for Financial Year 2016/2017.

The Statement of Accounts for financial year 2016/2017 as prepared by Mr. S. L. Dartford (the retiring Responsible Financial Officer) was approved by resolution, and signed by the Chairman.

Proposed: Cllr. Dockerill

Seconded: Cllr. Pryke.

Vote: Carried

17.016.05. To receive the Financial Report & approve payments.

The Financial Report had been distributed to Members. It was resolved the payments be approved.

Proposed: Cllr. Kent.

Seconded: Cllr. Dockerill

Vote: Carried.

17.016.06. To Approve The Transfer Of Funds.

The RFO recommended a transfer of £2,000 from the Instant Access Business Account to the Current Account to cover expenditure for the month of May and £17,941.62 from the Instant Access Business Account to the CIL Instant Access Business Account.

Proposed: Cllr. Pryke.

Seconded: Cllr. Dartford

Vote: Carried

17.017 It is proposed: a meeting of each Committee is called for the purpose of:

- a) agreeing and prioritising deficient areas of infrastructure, for which current CIL funds could be allocated
- b) progressing ideas to resolve traffic/transport issues within the Parish
- c) investigating possible additional areas of funding available, e.g. the A14 Legacy Fund

and present their findings to be considered by Council at its meeting to be held on 13th July 2017, where one definitive list should be agreed by Council and listed in order of priority for the allocation of CIL receipts.

Proposed: Cllr. White

2nd: Cllr. Lee

After some discussion, Members felt the timescale was unworkable. It was agreed the proposal should be amended as follows:

It is proposed: a meeting of each Committee is called for the purpose of:

- a) agreeing and prioritising deficient areas of infrastructure, for which current CIL funds could be allocated
- b) progressing ideas to resolve traffic/transport issues within the Parish
- c) investigating possible additional areas of funding available, e.g. the A14 Legacy Fund

and present their findings to be considered by Council **at its earliest convenience, (following the confirmed appointment of the Standing Committees)**, where one definitive list should be agreed by Council and listed in order of priority for the allocation of CIL receipts.

Proposed: Cllr. Kent

2nd: Cllr. Pryke

Vote: Carried

17.018 CALENDAR OF KNOWN FORTHCOMING MEETINGS.

Dates of forthcoming meetings had been distributed to Members.

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17.019 PARISH MATTERS TO NOTE.

1. Cllr. Caswell asked Members to consider the suitability of the current locations of the Parish Council Noticeboards and whether this matter should be addressed at a future meeting.
Action: All to consider.
2. Cllr. White reported that it was that time year again, when hedges are starting to overhang. The Clerk to include a request to parishioners to ensure they cut back any overhanging vegetation in the forthcoming edition of Spectrum.
Action: Clerk to include in next edition of Spectrum.
3. Cllr.Pryke reported that cars continue to obstruct footpaths by parking illegally. Cllr Dartford reminded Members to issue the official advisory notice of parking where possible.
Action: Clerk to issue supply of Advisory Notice to Cllr. Pryke.
4. Cllr. Dartford reiterated concerns (expressed at previous meetings) that Members must fully engage with the duties of representing the Council and its Committees.
5. Cllr. Caswell asked if there had been any update on progress in respect of extending the 30 mph speed limit on London Road (joint initiative with Hemingford Grey). County Councillor Bates confirmed the application had not been approved.
Action: Clerk to obtain copy of the Decision.
6. Cllr. White stated that following the recent resurfacing work that took place in both Swan Road and Talls Lane, the outstanding works are required:- drains in the gutters need clearing; rodding-out the soakaway gullies, to allow surface water to run into the ditch on The Tudor side and the white lines need to be repainted.
Action: Clerk to email County Cllr. Bates, who will take this matter up on behalf of the Parish Council.
7. The Chairman asked Members to consider a suitable recipient for the Village Community Award to be presented on Sports Day, as this matter will be decided at the next Council meeting.
Action: All to consider.

There being no further business the meeting closed at 9.20 pm.

Signed _____ (Chairman)

_____ (Date)