

## FENSTANTON PARISH COUNCIL

### MINUTES OF THE MEETING HELD ON THURSDAY 8<sup>TH</sup> JUNE 2017 7:30 PM AT FENSTANTON & HILTON PRIMARY SCHOOL

**Present:** Cllrs: Caswell, Dartford, Dockerill, Henderson, Kent, Lee, Pask, Pryke, & Cllr. White  
**In Attendance:** County Councillor Bates & District Cllr. Mead, Mrs M Kania (Clerk),

**17.042 TO CONSIDER AND APPROVE THE PROPOSED REPLACEMENT ACTIONS IN THE ABSENCE OF THE CURRENT CLERK/RFO.**

In the light of the Clerk's sudden resignation this item was moved up the agenda. The Chairman outlined the events relating to the resignation and tabled the possible actions which had been considered at the working party review of Standing Committees held on **30th May 2017**. Concern was expressed as to the legality of a Council meeting being conducted in the absence of a Clerk.

The Chairman was able to table advice received from **the Democratic Services Manager & Ombudsman Link Officer Cambridgeshire County Council and CPALC**, that it was **both democratically and legally acceptable to reprioritise the Agenda in the absence of a Clerk.**

**The Chairman proposed:**

The following temporary responsibilities, which were discussed and agreed with immediate effect:

1. Appoint Magdalena Kania to the role of temporary Clerk, to work on Mondays and Thursdays each week to cover administration duties, telephone calls and emails on those days for a period no exceeding 3 months. In the event of a permanent Clerk not being appointed Full Council will review the situation within 3 months.
2. Appoint Ivor Gorman to the role of RFO with immediate effect.
3. The following Councillors will take temporary lead responsibilities: Cllr Kent central co-ordination, Cllr White RFO duties, Cllr Pryke Notice Boards, Children's play areas, Cllr Lea telephone enquiries Tues, Wed & Fri, Burial and Planning issues, Cllr Henderson recruitment co-ordination (candidate selection via Finance & Constitution Committee).
4. Due the absence of a full time Parish Clerk, it was proposed that non urgent items on the agenda, will be deferred for consideration at a later date, subject to a majority decision of the Parish Council.
5. The advice of Ms Gail Stoehr of LGS Services to be sought in the event of concerns about the legality of Council actions.

**Proposed:** Cllr Kent      **2<sup>nd</sup>:** Cllr White      **Vote:** carried with 1 abstention

**17.020 APOLOGIES FOR ABSENCE**

Were received from Cllr. West

**17.021 DECLARATIONS OF INTEREST**

No Declaration received

**Discussion:** Deferred due to timescale of this meeting.

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

The Chairman advised Council that Mr J Buchanan had expressed an interest in filling one of the casual vacancies and had completed the paperwork. A further individual attended the meeting and also completed the application form. Council were advised that a third parishioner was thinking of applying and in view of this a closing date of 16th June 2017 was set.



**17.030 TO RECEIVE A REPORT ON THE WORKING GROUP REVIEW OF STANDING COMMITTEES.**

The following are a summary of recommendations of the Standing Committees Working Group.

Reviewed FPC Standing Orders determined no impact on Standing Committee structures. Need to Align with National Standing Orders: Enter onto Action Log.

Reviewed FPC Financial Regulations determined no impact on Standing Committee structures. Need to Align with National Financial Regulations: Enter onto Action Log.

Initial restructure findings proposed to be agreed with full Parish Council at a later date:

1. General Purposes Committee to change name and scope to General Purposes and Transport Committee.
2. Planning Committee to change name and scope to Planning and Highways Committee.
3. Burial Board to remain unchanged.
4. Finance & Constitution Committee to remain unchanged
5. Traffic & Transport to be closed down.
6. Action Group to be closed down.
7. Website Group to be closed down.

**Action:** All Committees to revive terms of references after full Parish Council approval at a later date

**Action:** Chairman to issue more detailed summary for review by Councillors.

**17.031**

**FINANCE**

**17.031.01. TO RECEIVE THE FINANCIAL REPORT AND APPROVE PAYMENTS**

Currently not available as May statement not received in time.

**Action:** Cllr. White to contact the bank

**Action:** Clerk is to pass pay in books to Cllr. White

**17.031.02. To approve the transfer of funds**

**Proposed:** Cllr. Lee

**2<sup>nd</sup>:** Cllr. Pryke

**Vote:** Carried

**17.032**

**TO CONSIDER THE LOCATION OF CURRENT NOTICEBOARDS AND THE PURCHASE OF ADDITIONAL NOTICEBOARDS.**

**Action:** Deferred

**17.033**

**TO CONSIDER THE REQUEST FROM FENSTANTON PAROCHIAL CHURCH UNDER THE PROVISIONS OF S.215(2) OF THE LOCAL GOVERNMENT ACT 1972 ACT WHEREBY THE PARISH COUNCIL WILL ACCEPT RESPONSIBILITY FOR THE MAINTENANCE OF THE CLOSED CHURCHYARD.**

Deferred

**Action:** Cllr. Kent to review and validate Parish Council responsibilities and communicate the outcome to Parish Council & Mr. Blunt of Fenstanton Parochial Church

**17.034**

**TO CONSIDER THE PARISH COUNCIL WEBSITE ARRANGEMENTS**

To accept arrangements proposed as they are with Nigel Penton Tilbury for time being.

**Proposed:** Cllr. Dartford

**2<sup>nd</sup>:** Cllr. Henderson

**Vote:** Carried

**1113**

**17.035**

**TO CONSIDER VEHICLES DRIVING OVER CHAPEL GREEN**

Deferred

**17.036 TO CONSIDER THE ARRANGEMENTS FOR THE A14C2H VISITOR CENTRE ON 24<sup>TH</sup> JULY 2017 6.00-8.00 PM AND THE DRAFT ADVERTISING POSTERS**

**Action:** Clerk to put notice in Spectrum

**Action:** Cllr. Pryke to put posters on noticeboards

**Action:** Cllr. Pryke to put bollards preventing parking on day

**17.037 TO CONSIDER IF, THE PARISH COUNCIL:**

**17.037(a) might have a requirement (without obligation); for an office space within the proposed new Village Hall**

**17.037(b) wish to enter (at this stage), into discussions with the Village Hall Trust in respect of such requirements**

**17.037(c) nominate suitable representation to enter into talks with the Village Hall Trust**

All above deferred

**17.038 TO ELECT A RECIPIENT FOR THE VILLAGE COMMUNITY AWARD**

Three Nominations were received for the Recipient for the Village Community Award

Ray Whitby, Garth Turner, Charlie Darling

After secret ballot Mr Garth Turner received majority of votes.

**ACTION:** Clerk to arrange handover from previous Award Recipient and to arrange for Mr Turner's name to be engraved.

**17.039 TO REVIEW THE LIST OF ACTIONS ARISING FROM MEETINGS**

Deferred

**17.040 TO REVIEW THE FPC ACTION PLAN**

Deferred

**17.041 CALENDAR OF KNOWN FORTHCOMING MEETINGS**

Dates of forthcoming meetings had been distributed to Members

**17.042 TO CONSIDER AND APPROVE THE PROPOSED REPLACEMENT ACTIONS IN THE ABSENCE OF THE CURRENT CLERK/RFO.**

Moved up in meeting, **please look at 17.022**

**1114**

**17.043 TO ACCEPT NOTICES & MATTERS FOR THE NEXT AGENDA**

No decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified

**TO APPROVE THE PROPOSED** changes to employment contract regarding reimbursement of training cost if new appointee leaves within the year from finishing training.

**17.044**

**DATE OF NEXT MEETING**

Next meeting is scheduled to take place on Thursday 13<sup>th</sup> July 2017 commencing at 7.30 pm.

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

Signed \_\_\_\_\_ (Chairman)

\_\_\_\_\_ (Date)