

Minutes of the Annual Meeting of Fen Ditton Parish Council held on Tuesday, 8th May, 2018 at 7.30 p.m. in the Recreation Ground Pavilion.

Present: **Present:** Cllrs. Bennée; Collett; Conroy; Devine; Easterfield; Farrar (Chairman); Jones; Suess;

In attendance: 3 members of the public; the clerk

2018/1 **To elect a Chairman**

It was agreed that Cllr Farrar be Chairman

2018/2 **To receive apologies**

Cllr. Bush (work), Cty Cllr. Bradnam

2018/3 **To elect a vice-chairman**

It was agreed that Cllr. Jones be vice-chairman

2018/4 **To appoint councillors/representatives to the following responsibilities and appointments:**

- i. Cemetery – it was agreed that Cllrs Conroy (with specified interest in the grass maintenance) and Easterfield be appointed as Council representatives
- ii. Conservation – it was agreed that Cllrs Bush and Conroy be appointed as Council representatives.
- iii. Crime and welfare – it was agreed that Cllr Collett be appointed as Council representative for welfare and Cllr Farrar be appointed Council representative for crime.
- iv. Finance – it was agreed that Cllrs Bennée be appointed as Council representative.
- v. Highways and Transport – it was agreed that Cllrs Conroy, Devine and Farrar be appointed Council representatives
- vi. Newsletter and website – it was agreed that Cllr Bush be appointed as Council representative for social media, that Cllr Farrar be appointed as Council representative for the web site and Cllr Suess be appointed as Council representative for website and newsletters.
- vii. Planning – it was agreed that Cllr Easterfield be appointed as Council lead representative for planning and Cllr Jones be appointed as lead representative for strategic planning
- viii. Marshalls Consultative Committee – it was agreed that Cllr Easterfield be appointed as Council representative
- ix. Church Hall committee liaison – it was agreed that Cllrs Bush; Collett and Devine be appointed as Council representatives.
- x. Tree warden – it was agreed that Cllr Conroy be appointed as Council representative
- xi. Elizabeth March Foundation – it was agreed that Cllr Jones continues in the role as Trustee representative
- xii. Townlands Charity – it was agreed that Eve Daniels and Laurie Woolfenden be re-appointed at the end of their term of office for a further three years to the end of March 2021.
- xiii. Responsible Financial officer – it was agreed that the clerk continues as responsible financial officer
- xiv. School Liaison officer – it was agreed that the role be created and that Cllr Bennée be appointed.

2018/5 **Open Forum for members of the public**

Reports of a rough sleeper in a tent at the end of High Street and along the towpath. It was agreed that Cllr Conroy would establish who owned the land adjacent to the towpath where the tent is and that Cllr Farrar would investigate the situation regarding the tent at the end of High Street. The clerk would report the rough sleeper as appropriate.

Resident attendances in relation to planning application S/1287/18/FL

2018/6 To approve the Minutes of the monthly meeting held on 3rd April 2018

The Minutes of the meeting held on 3rd April were approved and signed.

2018/7 To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary in relation to any agenda item

Declarations of interest were declared by Cllr Farrar as being listed in the accounts for payment; Cllr Devine as holding a loyalty card at and Cllr Easterfield as a neighbour of the venue in question in planning applications S/1276/18/FL and S/1277/18/FL

2018/8 Clerk's report and matters arising from the Minutes

- i. Cemetery extension - ongoing
- ii. Speed reducing gate on High Ditch Road – no response from CCC officer to approach made by Cty. Cllr Bradnam.
- iii. Verges – some repair work had been done
- iv. Church wall survey – no contact made by contractor to dig trial holes
- v. Spraying of recreation ground – no date given as yet
- vi. Affordable housing – SCDC information indicates that there are 16 applicants on the housing register who have a local connection with Fen Ditton and recognises that the parish council are in support for an exception site. SCDC New Development Team are looking at a site in Fen Ditton to establish if a new build affordable development would be viable.

2018/9 To approve payments made during the month and accounts for payment:

It was agreed that with the exception of cheque 101499 payment should be made. Information is still being sought from CGM regarding detail of the invoice. The sum drawn by e.on has been queried.

	Cheq. No	Amnt
British Telecommunications	DD	28.89
e.on	DD	357.72
Cambridgeshire ACRE – renewal of subscription	101527	55.50
Mark Sturmeay - churchyard	101528	105.00
Heelis & Lodge – internal audit	101529	160.00
St Ives Quickprint Ltd	101530	126.00
Vince Farrar – CCTV upgrade	101531	241.52
Hayden Woodruff	101532	15.00
Sarah Smart – April salary	101533	544.27
CGM	101499	2394.00
Fen Ditton Church Hall	101534	40.00

2018/9 To note money received

Noted

SCDC precept - £12500

2018/10 To receive report from County Councillor Anna Bradnam

No report received

2018/11 To receive report from District Councillor

No report received. Cllr Turner not being re-elected at the recent elections was thanked for his work and support during his time as district councillor for Fen Ditton. An acknowledgement had already been sent to express the sentiment.

2018/12 To consider following planning applications and tree works applications

S/1276/18/FL	5 High Street,	Single storey extension to the existing outbuilding and a detached single storey 2 room accommodation
		The Council opposed the plan. However they would not be opposed to some development on the site. The Council are particularly opposed to

the over development of the site and the proposed car parking as detailed further. The Council are opposed to the stand alone building which is set back on the plot and impacts the loss of vista from the High Street within the conservation area of the green space. The additional five units will potentially increase traffic movements and parking requirements and with the reduction of car parking as proposed the outcome will result in significant increase in on street parking in an already congested area of the High Street and within the conservation area. The Council therefore consider that the proposed layout and allocation of car parking spaces is insufficient for the proposed increase in usage. The Council consider that the amplified noise from the proposed skylights on the roof side adjacent to 9 High Street will be unacceptable. The Council recommend that should building works be permitted that the walnut trees within the site are given root protection to prevent damage and that a tree protection order is placed on the trees with such protection.

S/1277/18/LB 5 High Street

Single storey extension to the existing outbuilding and a detached single storey 2 room accommodation

See response to S/1276/18/FL above.

S/1287/18/FL Land rear of 32 High Street

Proposed bungalow

The Council opposed the application and commented as follows:

Loss of privacy for the properties on the southern boundary of the site and garden to the east of the site.

The Council do not consider that the access is suitable for emergency vehicles and that the increase in traffic and lack of visibility splay on High Street will impact on the safety of the area. The Council consider in the event of permission being granted that any gateway to the property should be set far enough back from the entrance to allow for a vehicle and potential trailer to be able to draw in.

The Council consider that the application is overdevelopment of the site the proposed structure being too large a footprint for the site and not affording sufficient green space on site. The proposal therefore not being sympathetic to adjacent properties and the village style within the conservation area. The proposed development is contrary to the National Planning Framework which opposes unsympathetic back garden development.

The Council request that it is noted that five large trees have already been removed from the site

S/1264/18/DC & 16/2212/COND26A	Cambridge Airport	without permission and that there is no replacements for the lose of these trees is suggested in the application. Proposed excavation and re-location of surplus material from the Ground Run Enclosure site to adjacent location known as Grass Area 12 (western side of the airport, adjacent the boundary with Nuttings Rd. and Uphill Rd.) including re-profiling and restoration works. Resubmission of materials management plan (Condition 26 of 16/2212/FUL)
S/1450/18/FL	The Black Horse, Chesterton Fen Rd.	Noted with no comments Two storey extension Noted with no comments
S/1682/18/TC	Field between the river and 54 High Street	2 x Black poplar - Remove to ground level due to substantial rot at base of both trees. Replace with two new trees – variety to be decided. Fen Ditton Parish Council understand that black poplars receive general protection under Section 13 of the Wildlife & Countryside Act 1981 which prohibits uprooting of any wild plant species. The Council consider that there is insufficient supporting evidence from an arboriculturist of the substantial rot with the application and request that this information is provided before permission is considered by SCDC - the Council request that they are also provided with this information. The black poplars in question are historically referenced and are significant in the vista from Fen Ditton Meadows and Fen Ditton conservation area. The Council consider that the vagueness of the species to replace any felled trees is unacceptable and request that in the event that permission is granted to remove the historical trees that the replanting is specified as two black poplar.

2018/13 Planning application responses from SCDC:

None

2018/14 To review insurance

Information not received. To be discussed at June meeting.

2018/15 To receive end of year financial information:

- i. Final quarter and end of year expenditure and income – the final quarter figures were noted
- ii. To receive and approve bank reconciliation – the bank reconciliation was received and signed off by Cllr Bennée.

2018/16 To approve Annual Return and confirm the annual governance statement

Councillors received and noted the accounting statement for 2017/18 and acknowledged their responsibilities for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements and confirmed, to the best of their knowledge and belief the assertions of the Accounting Statement.

2018/17 To note comments on Internal Auditor’s report

The internal audit report was noted. It was recognised that all matters examined were found to be in order and that supporting paperwork is in place and well referenced.

2018/18 To consider adoption of telephone box in High Street

The Council have agreed to adopt the telephone box in High Street.

2018/19 To consider and approve adoption of policies in relation to the Data Protection Bill 2017 which comes into force on 25 May, 2018

- i. Information Incident Policy – the policy as amended was adopted.
- ii. Information Protection Policy – the policy as amended was adopted
- iii. Removable Media Policy – it was agreed that this policy is not required.

Cllr Farrar agreed to review and put in place adequate back up processes to enable data to be stored safely.

It was noted that the contact list on the Newsletter should be examined and data protection regulations be applied and that the use of own computers needed to be addressed.

2018/20 To consider and comment on the options for Greenway routes

No further information – Cambridgeshire County Council would be carrying a consultation at which time the Council could comment

2018/21 To consider and agree if appropriate the way forward with regard adoption of the telephone box in High Street

It was agreed that a working party of Cllrs Bennée; Collett and Devine would produce a list of uses for the telephone box and costs of restoration. It was include that the school and members of the playgroup should be included in the activity and suggestions. A proposal would be brought to a future meeting.

2018/22 To receive correspondence

None

2018/23 To accept notices and matters for the next agenda

No matters raised.

Chairman Date