

Minutes of the Virtual Annual meeting of Fen Ditton Parish Council held on Tuesday, 5th May at 7.30 p.m.

Present: Cllrs. Bush; Collett; Dangerfield; Devine; Easterfield; Farrar (Chairman); Jones; Suess.

In attendance: Cty Cllr. Bradnam; Dist. Cllrs. Cone and Daunton, the clerk.

2020/1 To elect a chairman

It was agreed that Vince Farrar be appointed as chairman

2020/2 To receive apologies

No apologies were received

2020/3 To elect a vice-chairman

It was agreed that Charles Jones be appointed as vice-chairman

2020/4 To appoint councillors/representatives to the following responsibilities and appointments:

- i. Cemetery – it was agreed that Mark Easterfield be appointed as responsible for the cemetery
- ii. Conservation – it was agreed that Carla Farrar be appointed as responsible for the conservation matters including overseeing matters related to contractors
- iii. Crime – it was agreed that Vince Farrar be appointed as responsible for crime matters
- iv. Welfare – it was agreed that Serga Collett be appointed with responsibility for welfare matters
- v. Finance – it was agreed that Eva Dangerfield and Charles Jones be appointed with responsibilities for finance matters
- vi. Highways and Transport – it was agreed that George Devine and Vince Farrar be appointed with responsibilities for highways and transport matters
- vii. Website – it was agreed that Vince Farrar and Laurice Suess be appointed with responsibilities for the website
- viii. Social media – it was agreed that Emily Bush be appointed with responsibilities for managing the social media
- ix. Newsletter – it was agreed that Laurice Suess be appointed with responsibilities for the newsletter
- x. Planning – it was agreed that Mark Easterfield be responsible for planning matters
- xi. Strategic planning – it was agreed that Charles Jones be appointed with responsibilities for strategic planning matters
- xii. Marshalls Consultative Committee – it was agreed that Mark Easterfield be the council's representative on the committee
- xiii. Church Hall committee liaison – no representative required
- xiv. Tree warden – it was agreed that Jennie Conroy be appointed as responsible for tree matters
- xv. Elizabeth March Foundation – it was agreed that Emily Bush be appointed as a Council trustee to the foundation, Charles Jones already being a trustee representing the Council
- xvi. Quy Fen Trust – current trustees representing the Council are Alan Alderson and Eva Dangerfield who remain in post
- xvii. Responsible Financial Officer – it was agreed that the clerk continue as responsible financial officer
- xviii. School liaison officer – it was agreed that Serga Collett be appointed as the Council's representative.

2020/5 Open forum for members of the public

No members of the public present

2020/6 To approve the Minutes of the meeting held on 7th April, 2020

The Minutes of the meeting held on 7th April 2020 were approved and would be signed at the next actual meeting

2020/7 To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary interests in relation to any items on the agenda

No declarations of matters on the agenda were made by councillors

2020/8 Clerk's report and matters arising from the Minutes

- i. Cemetery extension – no further information
- ii. Speed reducing gate on High Ditch Road – no further information. An observation of the situation would be made by councils when in the area
- iii. Telephone kiosk – the consultation had been completed, the agreement signed and returned to BT who would remove the equipment when possible in view of the covid-19 lockdown
- iv. Annual Parish Meeting – this would not take place in 2020 due to the covid-19 pandemic
- v. Internet banking – it had not been possible to put in place the necessary documents as the bank was not fully staffed due to covid-19. Signatories on the account had agreed that they would sign cheques and proper bio-security would be observed.

2020/9 To approve payments made during the month and accounts for payment:

	Cheq. No	Amnt
British Telecommunications	DD	41.68
Hayden Woodruff – bus shelter	101681	15.00
Mark Sturmev - churchyard	101682	335.00
Came & Co - insurance	101683	681.91
HM Revenue & Customs	101684	29.40
Sarah Smart – April salary	101685	542.60
Fen Ditton Parochial Church Council – covid volunteer support	101686	60.00

2020/10 To note money received

SCDC – precept: £7250

2020/11 To receive report from County Councillor

No report had been circulated. Cllr Bradnam questioned if there had been any sense of change in traffic volume due to the covid-19 pandemic

2020/12 To receive report from District Councillors

Cllr Cone thanked all the efforts being made by volunteers to support those in need due to the covid-19 lockdown and reported on

covid-19 support being given by South Cambridgeshire District Council, the Abbey Chesterton bridge progress with the bridge being delivered at the beginning of May, resumption of green bin collection and

the need to be vigilant to scams related to covid-19

Cllr Daunton thanked all the efforts being made by volunteers to support those in need due to the covid-19 lockdown and reported on

the resumption of green collection and the increase in fly tipping

the workings of the planning department and the new teams which have been put in place

the Council's IT and protocols which have been put in place to enable virtual meetings during the covid-19 lockdown

the Business Support of grants and relief for businesses affected by the covid-19 lockdown

2020/13 To consider following planning applications and tree works applications

20/01409/HFUL	30 Green End	Replacement windows and doors plus construction of first floor front facing balcony - Noted
S/2682/13/COND57	Land north of Newmarket Road	Toucan Crossing - Noted

2020/14 Planning application responses from SCDC

No responses had been received

2020/15 To receive end of year financial information

- i. Final quarter and end of year expenditure and income
The spreadsheets of income and expenditure had been circulated and noted. It was agreed that £2000 be vired from the street furniture budget to allocations for church wall maintenance
- ii. To receive and approve bank reconciliation to 31st March, 2020
The bank reconciliation had been circulated along with the relevant bank statements. Cllr Jones agreed review the documents and return to the clerk.

2020/16 To approve Annual Return for 2019/2020

- i. Annual Governance Statement
The Annual Governance Statement, having been circulated, was reviewed, completed and signed accordingly
- ii. Accounting Statement
The Accounting Statement, having been circulated, was reviewed and signed accordingly.

2020/17 To review the insurance policy

It was noted that volunteers were not specifically noted in the policy. The clerk was asked to clarify if cover was still provided

2020/18 To consider proposal to take action towards repairs necessary on the church wall

- i. Instruct structural consultant to examine further damage
It was agreed that the structural engineer would be contacted with regard to the recently noted area of wall in need of repair and the adjacent areas. Cllr Jones agreed to liaise with Cty Cllr Bradnam regarding ownership of the verge where buttress may need to be built to support the wall
- ii. Obtain estimates for repairs
This would not be actioned until further information obtained.

2020/19 To consider co-option applications

No applications had been received.

2020/20 To consider temporary diversion of footpaths no. 1 and Fen Ditton no. 9 to the rear of Newmarket Road park and ride along the disused railway line – extension to existing order 2019/582

The extension to the existing order was noted.

2020/21 To consider grant application by a group of villager known as 75 Years On

It was agreed in principle that a £200 grant be made subject to the event taking place.

2020/22 To receive correspondence

None

2020/23 To accept notices and matters for the next agenda

No matters received.

The meeting ended at 9.00 p.m.

Chairman Date

DRAFT