

Minutes of the Annual Meeting of Fen Ditton Parish Council held on 17th May, 2022 at 7.30 p.m. in the Church

Present: Cllrs. Butler; Farrar and Suess. Following co-option after agenda item 3; Cllrs Bloomfield and Devine.

In attendance: Dist. Cllrs. Cone; Hofman and Williams; Cnty Cllr Daunton (7.45p.m.); one member of the public

2022/1 To elect a chairman

Cllr Suess proposed, seconded by Cllr Butler and agreed that Cllr Farrar act as Chairman for the year

2022/2 To receive apologies

Apologies had been received from Cllr Jones; Cnty Cllr Bradnam.

2022/3 To elect a vice-chairman

Cllr Jones had agreed to continue as vice chairman. It was agreed that he be elected.

2022/4 To appoint councillors/representatives to the following responsibilities and appointments:

- i. Cemetery – it was agreed that Kim Butler be appointed to responsibility for cemetery matters
- ii. Conservation - vacant
- iii. Crime and Welfare – it was agreed that Vince Farrar be appointed as representative for crime and welfare matters
- iv. Finance – it was agreed that Charles Jones be appointed to responsibility for finance matters
- v. Highways, Transport and the speed sign– it was agreed that George Devine and Kim Butler be appointed to responsibility for highways, transport and the speed sign.
- vi. Website - it was agreed that Vince Farrar and Laurice Suess be appointed to responsibility for the website
- vii. Social media - it was agreed there was no need to administer a Parish Council Facebook page and that the village facebook page would be adequate for providing information
- viii. Newsletter - it was agreed that Laurice Suess be appointed to responsibility for the newsletter
- ix. Planning - it was agreed that Graham Bloomfield be appointed to responsibility for planning matters
- x. Strategic planning - it was agreed that Charles Jones, assisted by Graham Bloomfield be appointed to responsibility for strategic planning matters
- xi. Marshalls Consultative Committee - it was agreed that Graham Bloomfield with George Devine as substitute be appointed as the Council's representative
- xii. Tree warden - vacant
- xiii. Elizabeth March Foundation – Vince Farrar agreed to establish if Emily Bush, as the Council's nominated trustee wished to continue in her role.
- xiv. Quy Fen Trust – it was agreed that Eva Dangerfield continue as the Council's representative on the Trust. It was noted that Alan Alderson had retired as the Council's representative – this position remains vacant
- xv. Responsible Financial Officer – it was noted that the clerk is the Council's responsible financial officer.
- xvi. School liaison officer - it was agreed that the clerk establish if Serga Collett wished to continue in the role

- 2022/5** **Open forum for members of the public**
No matters were raised by the member of the public
- 2022/6** **To approve the Minutes of the meeting held on 5th April, 2022**
With the amendment to the heading of minute 2021/262 to read 'churchyard' instead of 'cemetery' the minutes were approved and signed.
- 2022/7** **To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary interests in relation to any items on the agenda**
No declarations as to disclosable pecuniary and non-pecuniary interests in relation to any items on the agenda were received from councillors.
- 2022/8** **Clerk's report and matters arising from the Minutes:**
Churchyard contract: health and safety - the contract administrator had advised that as the contractors are doing the work in house and not engaging sub-contractors the health and safety matter is covered by them.
Willys Almshouse Charity - The clerk reported that she had enquired as to the nominated councillors on Willys Almshouse Charity and their terms of office. As yet the information has not been provided. If the Council is notified by the Trust that appointments are require the matter will be included as an agenda item.
S/1096/19/COND 17 – SCDC unable to require a condition as requested by FDPC (minute 2021/258) on the approval as it is considered that the limited frequency of access required to the building is not likely to cause unacceptable impact.
- 2022/9** **To approve payments made during the month and accounts for payment**
It was agreed that the following payments be made:
- | | Cheq. No | Amnt |
|--|----------|---------|
| British Telecommunications | DD | 32.05 |
| Drax – street lights | DD | 16.62 |
| Hayden Woodruff – bus shelter | 101869 | 30.00 |
| Buchans – verges, churchyard, cemetery, recreation ground, | 101868 | 2087.48 |
| St Ives Quickprint Ltd | 101871 | 170.00 |
| South Cambridgeshire District Council – waste collection | 101872 | 604.50 |
| HM Revenue & Customs | 101873 | 149.80 |
| Sarah Smart – April salary + backdated pay rise | 101874 | 599.77 |
| Sarah Smart – expenses – Norton annual | 101875 | 94.99 |
- 2022/10** **To note money received**
SCDC – precept: £20085; Donations for defib: £169.42;
- 2022/11** **To receive report from County Councillor**
Cllr Daunton reported on Children and Young People service; investment in the environment and green issues; the setting up of a working group with regard to 20mph zones; no mow May on roadside verges, unless visibility would be affected at junctions, to support local biodiversity.
- 2022/12** **To receive report from District Councillors**
Cllr Cone thanked residents in fen Ditton and Fulbourn for re-electing him and detailed the make up of SCDC – 8 councillors in opposition: 37 Liberal Democrats detailed the information to support Ukranian refugees on the SCDC and government web sites. Cllrs. Hofman and Williams: Detailed the make up of SCDC and the five year Business Plan continuing; success of FDPC in award from Community Chest Fund for a wheelchair accessible picnic bench to commemorate the Platinum Jubilee;

energy rebate payment commenced;
 welcoming of Ukrainian refugees and Afghan resettlement
 May half term sports camps and Wild Minds programme of free nature based wellbeing activities run by SCDC
 Zero Carbon Communities Grant scheme deadline extended; solar together acceptances reached 700.

2022/13 To consider following planning applications and tree works applications

22/01596/PRIOR	Land at Horningsea Road	Installation of a 15m Phase 9 super slimline Monopole and associated ancillary works Object to the bulk of the post and cabinet which would be out of scale with any other street furniture in the vicinity, have significant adverse impact on the skyline and the rural approach to Fen Ditton and it's conservation area. The Council support the Inspector's comments in their Appeal decision for a 20m pole in the same location in that it would have a harmful effect upon the character and appearance of the area and would unacceptably harm the setting of the listed building of the church and would be contrary to the policies which seek to protect the area's built and natural heritage, preserve or enhance the character of the rural area. The Council do not consider that the reduction by 5m to the 20m mast applied for in application 21/03223/PRI1A addresses the concerns of the Inspector in the Appeal decision. Additionally the council consider that single use mast are not desirable particularly when there is a pole in close proximity.
22/0492/TTCA	14 High Ditch Road	Top and fell to ground level – silver birch Noted
22/0571/TTCA	43 Green End	Remove crown of plum tree to make safe. Permission granted by SCDC under 5 day notice

2022/14 Planning application responses from SCDC:

Approved:		
22/01197/HFUL	Hardwick House, High Ditch Rd	Retrospective conversion of existing garage/workshop to annex
Appeal Dismissed:		
21/03223/PRI16A	Horningsea Road	Proposed 20m Phase 8 monopole C/w wraparound cabinet at base and associated ancillary works

2022/15 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 were noted
- ii. To receive and approve bank reconciliation to 31st March, 2022
It was agreed that Vince Farrar would check the bank reconciliation against the bank statements

2022/16 To approve Annual Return for 2021/2022

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

2022/17 To receive progress report on project to repair churchyard wall

Cnty Cllr Daunton has made contact with the CCC highways officer and his superior in an attempt to have a meeting to discuss the reasoning for their objections to the planning application due to the inclusion of weep holes, already in part of the length of the wall and the slight incursion into the verge. No meeting has been arranged as yet. SCDC have granted a further extension of the consultation period to 25th May.

A councillor raised a query on the requirements of the council with regard to risk assessments, insurance, programme of work and safe systems of work. The clerk informed that the council had engaged a contract administrator for RIBA Stages 5-6, Construction and Handover. The clerk would establish what was required.

2022/18 To co-opt councillors to fill vacancies arising from not enough candidates nominated for poll

Agenda item taken following agenda item 2. It was agreed that Graham Bloomfield and George Devine be co-opted onto the council.

2022/19 To agree update to Standing Order 18 – Financial Controls and Procurements to bring it in line with the procurement position post-Brexit

It was agreed that STO 18c be amended to read:

‘A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulation 2015 unless it proposes to use an existing list of approved suppliers (framework agreement)’ and STO18 f be amended to read:

‘Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details’

2022/20 To consider proposed street names for Phase 2 of the development off Newmarket Road

The developers had proposed; Fen Way; Green Way; Humble Lane; De Bruyne Street and Gypsy Moth Lane. Councillors, via e-mail agreed the latter three but considered that Fen Way and Green Way were not suitable; the site not being sufficiently fen and Green Way being too similar to Green End. It was agreed that Morrow Way be proposed as an alternative to Fen Way in recognition of Ricardia Morrow who, in 1948, was the first female pilot to fly around the world in a flight that began and ended at Cambridge Airport and that Bragg Way be proposed as an alternative to Green Way in recognition of Lady Bragg who was Mayor of Cambridge and was the first student after wartime flying regulations were relaxed in 1946 whose flight in a Tiger Moth at Cambridge Aero Club was the first postwar civilian flight in the UK.

2022/21 To amend bank mandate:

- i. Remove signatories of those who are no longer councillors; Eva Dangerfield and Mark Easterfield. It was agreed that Eva Danderfield and Mark Easterfield, no longer being councillors should be removed from the bank mandate
- ii. To agree two councillors as replacement signatories
It was agreed, upon their acceptance, that Graham Bloomfield and George Devine be added as signatories.

2022/22 Pavilion redevelopment:

Report of any progress/meetings held.

Comments on the amendments made by the architects would be sent to them for consideration of the next step

2022/23 To receive correspondence

SCDC – Stopping up Order of Public Footpath 9

2022/24 To accept notices and matters for the next agenda

STO 25 amendment proposal

Chairman Date

DRAFT