

FENSTANTON PARISH COUNCIL

Notice of Meeting

I hereby give notice that the next meeting of Fenstanton Parish Council will be held at the Church Centre, School Lane, Fenstanton PE28 9JR on Thursday 11th September 2025 at 19:00

All members of the committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

S Barber-Clerk
05.09.2025
Sarah Barber

The Public and Press are cordially invited to be present.

Parish Council.

Council Members: -Cllr M Collison, Cllr N Ferrier, Cllr P Hayes, Cllr H Howatt, Cllr M Hewitt, Cllr S King, Cllr A Mustill, Cllr A Puntambekar, Cllr M Tandy and Cllr T Yates.

All meetings are recorded by the Clerk or Assistant Clerk.

AGENDA

25/26 -86	**To receive any apologies of absence and to receive any declarations of interest.** **Comments and observations from members of the public** (NB comments should be relevant to items on this agenda only).
25/26-87	**To approve the minutes of the Extraordinary meeting held on Friday 4th July 2025.**
25/26-88	**To approve the minutes of the Parish Council Meeting held on Thursday 10th July 2025.**
25/26-89	**To receive reports from the District and County Council.**
25/26-90	**Vandalism report update.**
25/26-91	**To discuss and decide on future plans for Connections bus**
25/26-92	**To discuss the Terms of Reference for the Journal.**
25/26-93	**Discuss 5A Peartree Close, Fenstanton – Request for Council Assistance with Grass Cutting.**
25/26-94	**Discuss and decide on members of Festival Committee.**
25/26-95	**Update on Cambridge road following meeting.**
25/26-96	**Report on temporary pump track trial event. and decide in principle on pump track location.**
25/26-97	**Hampton playing field next steps.**
25/26-98	**Discuss Respect to others along bridleways and decide on purchase of new signage**
25/26-99	**Age Uk update.**
25/26-100	**To update and discuss the Playground checks.**
25/26-101	**Decide on Quote from Jensen for panic alarm.**
25/26-102	**To discuss the schedule for Raising of the Flag on the Clock Tower**
25/26-103	**Bank Balances and approve bank reconciliation June 2025.**
25/26-104	**Bank Balances to date and approve bank reconciliation -August.**
25/26-105	**Payment Schedule – approve September invoices.**

Ref	Payee	Description	Net	Admin/ Materials	Vat	Total	Method
1	Fenstanton Church Centre	Hall Hire – FPC Welcome space- August	270.00		54.00	324.00	BACS
2	Fenstanton Church Centre	Hall Hire – August	3.33		.67	4.00	BACS
3	KTS INV 250518	Hosted exchange email accounts and back up	145.48		29.10	174.58	BACS
4	KTS inv 250603	Create account Hayley, update Assistants email	37.50		7.50	45.00	BACS
5	KTS inv 250574	Deposit 50% for Clerks laptop	312.49		62.50	374.99	DC
6	KTS inv 250608	Change permissions for P Kent email to T Yates	37.50		7.50	45.00	BACS
7	Roland Fletcher inv 2381	Mid-season cut	1638.00		327.60	1965.60	BACS
8	Connections bus iv 250036	4 x sessions June and July	1252.00			1252.00	BACS
9	Majestic inv 17706	Grass cutting 5th 19th Aug	1,809.16		361.83	2,170.99	BACS
10	Majestic inv 17715	Weed killing around the village	1,000		200.00	1,200	BACS
11	Smiths of Derby	Repair clock tower clock	175.00		35.00	210.00	BACS
12	Chris Burns - Handyman	Handyman – August (5 weeks)	1000.00	10.00		1010.00	BACS
13	NPower inv 13806679	Street lighting 24/25	1425.19		71.26	1496.45	BACS
14	Staff costs	Salaries					BACS
15	Expenses	Stamps and recorded delivery	4.47			4.47	BACS
16	Nest	Pension					BACS
17	HMRC	PAYE & NI					BACS
18	Amazon	Lanyards	4.99		1.00	4.99	DC
19	Amazon	A4 notebook for As Clerk	9.16		1.83	10.99	DC
20	Amazon	Clerk diary planner	2.91		0.58	3.49	DC
21	KTS inv 250608	T Yates/P Kent emails	37.50		7.50	45.00	BACS
22	KTS inv 250603	H Howatt email	37.50		7.50	45.00	BACS
23	KTS inv 250632	Hosted email overlap month) online back up 365 business ESET Security, 365 online exchange plan	196.54		39.31	235.85	BACS
24	Age UK- Inv 57720 Mr. S	4x warden service July	60.00			60.00	BACS
25	Age UK inv 58039	5x warden service Aug	75.00			75.00	BACS
26	Kalpana inv 0170351	Office forthrightly clean	18.00			18.00	BACS
27	Ian Wilson inv 7	4x underpass,1 x bus shelter, 2 x hub	389.00			389.00	BACS
28	Amazon	Laptop stands x 2	28.30		5.66	33.96	DC
29	Amazon	Card reader case	4.74		.66	5.69	DC
	Standing Orders and Direct Debits						
3	Places for people	Garage Rental -	63.57		12.71	76.28	DD
3	Tim Brain	Office rental -	199.00		-	199.00	SO
3	O2	Clerk Mobile	12.04		2.41	14.45	DD
3	Ecotricity- MUGA	MUGA Standing charge	16.16		0.81	16.97	DD
3	Ecotricity- Office	Office electricity	42.42		2.12	44.54	DD
3	Unity Bank	Bank charges	6.00			6.00	DD

25/26-106 **Ratify August payments made**

1	Fenstanton Church Centre	Hall hire for meetings	52.09		10.42	62.51	BACS
2	Fenstanton Church Centre inv	FPC Welcome space	315.00		63.00	378.00	BACS
3	KTS inv 240582	Hosted email exchange, online backup	145.48		29.10	174.58	BACS
4	Ian Wilson inv 7	Underpass x 4 Hub x 2 Bus shelter x 1	139.00			139.00	BACS
5	David Bracey inv 2226	Abnual playpark inspection	250.00		50.00	300.00	BACS
6	Chris Burns - Handyman	Handyman 37 hours & petrol	800.00	10.00		810.00	BACS
7	Salaries	Clerk and Assistant Clerk salary					BACS
8	Pensions	Clerk and Assistant Clerk pension					BACS
9	Expenses	WFH allowance, Mileage and Ink					BACS
10	HMRC	Tax and NI					BACS
11	Dirt Factory inv 301	Balance of temp pump track	1,325		265.00	1,590	BACS
12	Jensen security inv 218154	Annual service	109.44		21.89	131.33	BACS
13	The Journal	Journal Advertising Sept 24-July 25					TRF
14	Majestic Garden Services in	8th and 25th July	1,809.16		361.83	2,170.99	BACS
15	CAPALC inv 5473	Internal auditor + mileage	150.00	7.20		157.20	BACS
16	SIQP inv 26366	Printing for BVFD, Pump track	677.00		128.40	805.40	BACS
17	Kalpana cleaning inv 0170444	Fortnightly clean	18.00			18.00	BACS
18	Kalpana cleaning inv 0170449	Fortnightly clean	18.00			18.00	BACS
19	GOV UK ref 1000008103726	Title register and plan	14.00			14.00	BACS
20	Age UK- Mr M	x 4 visits warden service	60.00			60.00	BACS
21	Age UK- Mr S	x 1 visits warden service	15.00			15.00	BACS
22	HDC inv 70096800	Instructor led classes Welcome space 2,9,16,23,& 30th June	205.00			205.00	BACS
23	Fen Drayton/Fenstanton Church	96 x food + 20 x Soft drinks Big Village Fun Day	332.00			332.00	BACS
		Standing Orders and Direct Debits					
24	Places for people	Garage Rent					
25	Tim Brain	Office rent	£199.00		£0.00	£199.00	DD
26	Zoom	Zoom meetings	£12.99		£2.60	£15.59	DD
27	O2	Clerks' mobile	12.04		2.41	14.45	DD
28	Ecotricity - The Hub	Office electricity	25.54		1.28	26.82	DD
29	Ecotricity - MUGA	MUGA electricity	14.40		.72	15.12	DD
30	Source for Business	Water Charges	49.01			49.01	DD
31	Unity bank	Bank charges	6.00			6.00	DD
32	Lloyds bank	Bank charges ac 5169	4.25			4.25	DD
33	Lloyds bank	Bank charges ac 1369	8.50			8.50	DD

25/26-107 **Payments received.**

25/26-108 **Agenda Items for Next Meeting**

Any business, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

Sarah Barber, Clerk Fenstanton Parish Council
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