

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 20th November 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
14.11.2025
Sarah Barber

The Public and Press are cordially invited to be present.

Parish Council.

Council Members: -Cllr M Collison, 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.

The Clerk or Assistant Clerk records all meetings.

AGENDA

25/26 -140 **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- 141 **To approve the minutes of the meeting held on Thursday 9th October 2025.**

25/26- 142 **To receive reports from the District and County Council.**

25/26- 143 **To discuss and decide on the co-option of Councillors.**

25/26- 144 **Ratify donation of £100 to Poppy appeal and purchase of the £20 wreath for Remembrance Sunday**

25/26- 145 **Discuss and decide on the applications received for a Community Grant.**

25/26- 146 **Discuss and announce the winner/s of the Community Award 2025.**

25/26- 147 **Discuss proposal to increase the Christmas Market budget by £500 from £5200 to £5700.**

25/26- 148 **Update on Cambridge Road and discuss request from Cambridgeshire County Council.**

25/26- 149 **Discuss HDC Strategic CIL Funding 2025/26 Round 2**.

25/26- 150 **Reminder of Councillor code of conduct.**

25/26- 151 **Update on 29 Hampton Close boundary issue.**

25/26- 152 **Discuss running a of basic CPR courses / demos in the village.**

25/26- 153 **Update on the Age UK Community Warden.**

25/26- 154 **Discuss tender for verge cutting.**

25/26- 155 **Discuss continuing the Connections bus.**

25/26- 156 **Discuss and decide on grass cutting the Old orchard Winter maintenance.**

25/26- 157 **Discuss and decide if Places For People can use the corner of the Chequer St car park for 12 weeks**.

25/26- 158 **Discuss and agree on Glebe allotments relinquishing plot 61 as unworkable and using as car parking.**

25/26- 159 **Update on Unity bank Payer details.**

25/26- 160 **Report from BVFD committee.**

25/26- 161 **Update on You're a Heart of the Community Award Winner!**

25/26- 162 **Reminder - Register of interests is a public document, legally required, and kept up to date.**

25/26- 163 **Budget 2026.**

25/26-164 **Discuss and approve paying The Clerk overtime for extra hours accumulated since taking the role of Clerk.**

25/26- 165 **Bank Balances to date and approve bank reconciliation -October.**

25/26- 166 **Payment Schedule – approve November invoices.**

Ref	Payee	Description	Net	Admin/ Materials	Vat	Total	Method
1	Adobe inv 3196569655	Acrobat Pro annual licence	242.64		48.53	291.17	BACS
2	AGE UK inv 58624	Warden service Mr. S	75.00			75.00	BACS
3	Atlas inv 9564	Elm in cemetery overhanging pre-school path	140.00		28.00	168.00	BACS
4	Amazon -Reimburse Ali	Heavy duty hooks for clock tower storage	9.80		1.96	11.76	BACS
5	Amazon -Reimburse Ali	Heavy duty storage belts for clock tower	10.64		2.26	12.90	BACS
6	Amazon-Reimburse Ali	Office supplies	107.57		21.50	129.07	BACS
7	Amazon-Reimburse Ali	Cable ties plastic	3.32		.67	3.79	BACS
8	Amazon-Reimburse Ali	Metal cable ties	5.47		1.17	6.64	BACS
9	Amazon-Reimburse Ali	Storage boxes for old records	16.66		3.33	19.99	BACS
10	Amazon-Reimburse Ali	Document storage bags	11.57		2.32	13.89	BACS
11	Chris Burns Handyman	October - weeks-5	800.00	10.00		810.00	BACS
12	CAPALC inv 5620	Clerk training – The knowledge	240.00			240.00	BACS
13	CAPALC inv 5473	Internal audit service + travel costs	150.00	7.20		157.20	BACS
14	The Connections bus inv 250056	S8 sessions sept- October	2504.00			2504.00	BACS
15	Fen Group inv SI6378	Pond clearance	1,244.99		249.00	1,493.99	BACS
16	Fenstanton Church centre inv 1116	Welcome space October	300.00		60.00	360.00	BACS
17	Fenstanton Church centre inv 1115	Meeting room hire x 1 Full PC	26.04		5.21	31.25	BACS
18	HDC inv 70098492	Welcome space exercise class August	123.00			123.00	BACS
19	HDC inv 70100589	Exercise classes welcome space Sept	205.00			205.00	BACS
20	Ian Wilson inv	Underpass x 4 bus stop windows hub windows	139.00			139.00	BACS
21	Kalpana inv 0170368	Fortnightly clean	18.00			18.00	BACS
22	Kalpana inv 0170364	Fortnightly clean	18.00			18.00	BACS
23	Kalpana inv 0170372	Fortnightly clean	18.00			18.00	BACS
24	KTS inv 250893	Online backup, 365 business, ESET Security,365 plan	85.66		17.13	102.79	BACS
25	KTS inv 250830	Repair attempt to Clerks laptop	168.75		33.75	202.50	BACS
26	KTS inv 250845	New laptop – Clerk + set up	639.98		127.99	767.97	BACS
27	KTS inv 250831	Change email to volunteer and give Clerk access to email	112.50		22.50	135.00	BACS
28	Majestic inv 18350	15th and 29th October grass cutting	1,809.16		361.83	2,170.99	BACS
28	Bryan Mutter inv 25098	Pollard 30 Limes church yard	400.00		80.00	480.00	BACS
30	PKF inv SB20252728	AGAR	630.00		126.00	756.00	BACS
31	Roland Fletcher inv 2387	Late season maintenance and winter prep	1,686.00		337.20	2,023.20	BACS
32	Royal British legion ECD07	Poppy wreath and donation	120.00			120.00	BACS
33	Scribe inv 13105	Cemetery renewal	561.60		112.32	673.92	BACS

34	SLCC inv SD2053-1	Balance payment from previous invoice	00.33		0.07	.40	BACS
35	TDP inv 120899	Bench for Mrs Anne Barnett	425.00		85.00	510.00	BACS
36	TW Electrical	Clock tower electrical work	863.84			863.84	BACS
37	Staff costs	Salaries, expenses, pension, PAYE and NI	3812.27			3812.27	SO

38	All undercover inv 005824	Marquee for Christmas market - ASSET	1,199.52		239.90	1,439.42	DC
39	Amazon inv 5192324	Curtain for Christmas market-ASSET	3.32		.67	3.99	DC
40	Amazon inv 1365139	Tinsel for Christmas market- ASSET	9.16		1.83	10.99	DC
41	Amazon inv 9995549	Elf costumes Christmas market-ASSET	33.54		6.73	40.27	DC
42	Amazon inv 1365139	Letter boxes- Christmas market- ASSET	24.16		4.83	28.99	DC
43	Amazon inv 0221953	Gazebo -Christmas market- ASSET	183.32		36.67	219.99	DC
44	Amazon inv 1365139	Santa sacks Christmas market- ASSET	9.98		2.00	11.98	DC
45	Amazon inv 1365139	Table cover- Christmas market-ASSET	3.96		.79	4.75	DC
46	Amazon inv 1365139	Decoration – Christmas market- ASSET	19.16		3.83	22.99	DC
47	Amazon inv 1365139	Decorations Christmas market - ASSET	12.49		2.50	14.99	DC
48	Amazon inv 1365139	Christmas tree- Christmas mkt- ASSET	20.99		4.20	25.19	DC
49	Blackstone inv 259625	4x Gazebos Christmas mkt- ASSET	679.14		135.83	814.97	BACS
50	Event insuran inv50037308	Public liability Insurance	270.54		32.46	303.00	BACS
51	Festive lights inv SO2129748	Festive lights-Christmas mkt - ASSET	915.94	6.66	184.52	1107.12	BACS
52	Roy McGee GTSE inv 89096	Cable covers-Christmas mkt - ASSET	92.28		18.46	110.74	BACS
	Standing Orders and Direct Debits						
53	Places for people	Garage Rental -	63.57		12.71	76.28	DD
54	Tim Brain	Office rental -	199.00		-	199.00	SO
55	O2	Clerk Mobile	12.04		2.41	14.45	DD
56	Ecotricity- MUGA	MUGA Standing charge	14.75		0.74	15.49	DD
57	Ecotricity- Office	Office electricity	32.95		1.65	34.60	DD
58	Ecotricity Office	Office Electricity	57.58		2.88	60.46	DD
59	Ecotricity-MUGA	MUGA Standing charge	15.42		0.77	16.19	DD
60	Unity Bank	Bank charges	6.00			6.00	DD
61	Zoom	months April- October paid but no invoice so not approved	13.99		2.80	16.79	DD
62	Zoom	Monthly charge	13.99		2.80	16.79	DD
63	Lloyds Bank	Charges ac 5169	4.25			4.25	DD
64	Lloyds bank ac 169	Charges ac 169	7.00			7.00	DD
65	O2 Clerk mobile	November	12.04		2.41	14.45	DD

25/26-167 **Payments received.**
£795.00 52 x £15.00 allotment rent
£132.98 – Welcome space donations

25/26-168 **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.