

FENSTANTON PARISH COUNCIL

Minutes Parish Council Ordinary Meeting

held at the Church Centre, Fenstanton on Thursday 8th January 2026 at 19.00

Present: Cllr M Collison, Cllr M Hewitt, Cllr H Howatt, Cllr S King, Cllr A Mustill, Cllr M Tandy and Cllr T Yates.

In attendance: Sarah Barber (Clerk), Ali Watchman (Assistant Clerk) CCllr D Keane, Cllr C Gleadow and 2 members of the public.

Minutes

25/26 -183 **<u>To receive any apologies of absence and to receive any declarations of interest.</u>**
Comments and observations from members of the public (NB comments should be relevant to items on this agenda only).
Apologies – Cllr A Puntambekar.
Declarations – None.

25/26-184 **<u>To approve the minutes of the meeting held on Thursday 11th December 2025.</u>**
Cllr T Yates Proposed the minutes were a true record pf the meeting held on 11th December 2025 **Cllr A Mustill 2nd. 1 Abstain/ All other Councillors in favour. RESOLVED minutes are approved.**

25/26-185 **<u>Planning Committee structure (ratification of approach for "minor" applications).</u>**
Defer to February meeting.

Action- Cllr Tandy to bring proposal to next meeting.

25/26-186 **<u>Ratification of Standing Orders and Terms of Reference for Staffing Committee.</u>**
Cllr M Hewitt Proposed the TofR for staffing Committee are approved subject to changes recommended by Cllr Tandy. **Cllr T Yates 2nd. All in favour. RESOLVED TofR Approved.**

Cllr M Hewitt Proposed Standing orders are approved. **Cllr T Yates 2nd. All in favour. RESOLVED standing orders are approved.**

Action- changes made to Standing orders as recommended by Cllr M Tandy.

25/26-187 **<u>Precept ratification to be included.</u>**
Cllr T Yates Proposed the Parish Council ratifies the Precept. **Cllr M Hewitt. 1 Abstain. All others in favour. RESOLVED Precept is ratified.**
Action – staffing committee

25/26-188 **<u>Discuss email from a resident requesting waste bins to go near the bench on Chequers Close and one on Crest Drive.</u>**
Cllr M Hewitt Proposed this is deferred to the General Purposes meeting. **Cllr H Howatt 2nd. All in favour. RESOLVED to defer to GP Meeting,**

25/26-189 **<u>Update for Council on Handyman.</u>**
The Clerk informed the Council that Mr. R. Howard will cover the handyman role on the same terms while Mr. C. Burns is unavailable.

25/26-190 **<u>Discuss and decide on new storage garage for items for events.</u>**
The Clerk updated the Council that Places for People are exploring the provision of a suitable storage unit for the Parish Council. She also advised that a £2,000 donation is expected in appreciation of the use of the Chequer Street car park.

Action – Check re VAT on donation, Clarity on events run/owned by PC.

25/26-191 **<u>Old Orchard plans for 2026.</u>**
Cllr M Hewitt Proposed this item is deferred to the General Purposes meeting **Cllr T Yates 2nd. All in favour. RESOLVED defer to GP meeting.**

25/26-192 **To plan for Christmas tree 2026.**

Action – Make contact with suppliers/ S Booth/ St Ives Town Council and ensure the tree is delivered after 14th November 2026.

25/26-193 **Review of VAT status on Council activities**.

Actions – Contact the VAT specialist regarding the queries raised at the meeting to ensure the Parish Council remains compliant, clarify which assets are Parish Council–owned and which belong to community groups, and report back with an update at the next meeting.

25/26-194 **Bank Balances to date and approve bank reconciliation -December.**

Clerk updated, The Chair signed relevant statements and paperwork.

25-26-195 **Payment Schedule – approve January invoices.**

Cllr M Hewitt Proposed all payments are made. **Cllr T Yates 2nd. All in favour. RESOLVED All payments are made.**

Action – Present the final Christmas Market spend report at the next meeting. Cancel Zoom.

Ref	Payee	Description	Net	Admin/ Materials	Vat	Total	Method
1	Ali Watchman -reimburse	Recorded delivery of plot holder letter	3.60			3.60	BACS
2	Chris Burns Handyman	1.12.25-28.12.2025	800.00	234.23		1034.23	BACS
3	Fen Drayton church inv 41	Meals for volunteers	146.25			146.25	BACS
4	Fenstanton Church centre inv 1141	Welcome space	225.00		45.00	270.00	BACS
5	Fenstanton Church centre inv 1140	Meeting room hire	29.38		5.87	35.25	BACS
6	Fenstanton Church centre inv 1142	Welcome space High tea	20.83		4.17	25.00	BACS
7	Fenstanton & Hilton school	Hire of school playground	297.00			297.00	BACS
8	HDC inv 70102661	Welcome space exercise class	164.00			164.00	BACS
9	Jensen inv 220271	Supply panic alarm set up App	203.56		40.71	244.27	BACS
10	Kalpana inv 0170379	Fortnightly clean	18.00			18.00	BACS
11	Kalpana inv 0170382	Fortnightly clean	18.00			18.00	BACS
12	KTS inv 250804	Renewal of domain name	39.00		7.80	46.80	BACS
13	KTS inv 251087	Various work to support Clerk/ assistant clerk	191.25		38.25	229.50	BACS
14	Majestic inv 18921	Church yard hedges for 11.11	750.00		150.00	900.00	BACS
15	Scribe inv 14351	Account renewal	777.60		155.52	933.12	BACS
16	Staff costs	Salaries, expenses, pension, PAYE and NI	3812.27			3812.27	BACS
		Standing Orders and Direct Debits					
17	Places for people	Garage Rental -	63.57		12.71	76.28	DD
18	Tim Brain	Office rental -	199.00		-	199.00	SO
19	O2	Clerk Mobile	12.04		2.41	14.45	DD
20	Ecotricity- MUGA	MUGA Standing charge	15.12		.76	15.88	DD
21	Ecotricity- Office	Office electricity	126.91		6.35	133.26	DD
22	Unity Bank	Bank charges	6.00			6.00	DD
23	Source for business	1.7.202-16.12.2025 water	46.65		2.72	49.37	DD
24	BT	Phone , broadband -The Hub	190.41		38.08	228.49	DD
25	Zoom	Monthly charge	13.99		2.80	16.79	DD
26	Lloyds Bank	Charges ac 5169	4.25			4.25	DD
27	Lloyds bank ac 169	Charges ac 169	7.00			7.00	DD

25/26-196 **Payments received.**

£15.00 - allotment rent
£182.76– Welcome space donations
£216.45-Christmas Market donations
£35,450.00 - HDC Cambridge rd.
£416.40 - SLCC Overpaid

25/26-197 **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.

Update on Hall green Lane collapsed drain.

Meeting Closed 20.35

Signed M Hewitt (Chair)……..