

FENSTANTON PARISH COUNCIL

Minutes Parish Council Ordinary Meeting

held at the Church Centre, Fenstanton on Thursday 9th April 2026 at 19.00

Present: Cllr M Collison, Cllr M Hewitt (Chair), Cllr A Mustill, Cllr M Tandy and Cllr T Yates (Vice).

In attendance: Sarah Barber (Clerk), Ali Watchman (Assistant Clerk), CCllr D Keane and 10 Parishioners.

26/27-01- **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).
Apologies Cllr S king (seen after meeting)
Declarations – Cllr A Mustill -Item 26/27-09.

Meeting Closed 19.01

A request was presented on behalf of the newly formed Fenstanton Short Mat Bowls Club, to promote both social and physical activity for all ages. The club has secured a partial grant from HDC and is seeking additional support from the Parish Council, with the aim of becoming self-sustaining. The proposed model would allow for up to three mats to accommodate group play for 12 or more participants, with the club affiliated to regional and national short mat bowls bodies, providing insurance cover. Equipment would remain available for wider community use within the Village Hall.

A request for support from the Parish Council for applying Asset of Community Value (ACV) status to the Duchess, recognising its important role in social wellbeing, community events, and as a valued space for community connection. A formal request was made for Parish Council's backing of the ACV application.

Meeting opened 19.12.

26/27-02- **To approve the minutes of the meeting held on Thursday 12th March 2026.**
Cllr M Hewitt Proposed the approval of the minutes is adjourned until the May meeting so recording can be checked for accuracy. **Cllr A Mustill 2nd. All in favour. RESOLVED minutes approval adjourned.**
Action- Check recording amend minutes if required and add to May meeting agenda.

26/27-03- **To receive reports from the District and County Council.**
Cllr D. Keane provided an update on current County Council matters. Roadworks are scheduled for Hall Green Lane from 6th–12th April. The proposed bus gate at Waitrose will not proceed following the outcome of the consultation. The Local Government Reorganisation consultation closed on 26th March, with a preference expressed for Option E (Huntingdonshire and industry) and opposition to a merger with Peterborough. As part of the reorganisation, the County Council is considering the divestment of assets, with parish councils potentially given priority for those with Asset of Community Value (ACV) status; prompt applications are encouraged where appropriate, and a full asset list may be requested to identify opportunities. Full details are available.

Action request Full asset list.

26/27-04- **Discuss and decide on Full Councils participation at the BVFD** – *AM*
Cllr M Hewitt Proposed the Parish Council does have a stand at the Big Village Fun Day 2026 and final details decided at the May PC meeting. **Cllr T Yates 2nd. All in favour. RESOLVED PC has a stand.**
Action – add as agenda item to May meeting.

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26/27-05- **Grant permission to use the URC Green on 12 September 2026 for the vintage/classic cars at their annual Hobbies and Collectibles Day.-***AM.*

Cllr T Yates Proposed permission in granted for the URC green is used for the Hobbies and collectibles day **Cllr M Tandy 2nd. All in favour. RESOLVED permission granted.**

Action inform Mrs Jean Ding of decision.

26/27-06- **Discuss the Pathway maintenance-***MC*

Cllr M Collison Proposed the pathway maintenance is put out to tender. **Cllr M Tandy 2nd. All in favour RESOLVED Pathway maintenance is put out to tender.**

Action – Contact contractors to supply tenders.

26/27-07- **To agree and decide on modified version of Councilor – Officer Communication and Conduct Protocol Policy.** *-SB*

Cllr M Hewitt Proposed the decision is deferred to May's meeting **Cllr M Tandy 2nd. 1 Abstain 4 in favour. RESOLVED decision is deferred.**

Action – move to Mays meeting and check policy.

26/27-08- **Update Council on Local COVID reflection day-***SB*

Funding Opportunity: Application due by April 26th; event expected early next year.

Ideas Proposed:

- Light up the clock tower with coloured lights,
- Memorial bench in the orchard,
- Community-made bunting or art,
- Possible flag for the day,
- Carved tree stump in cemetery.

Actions- Councillors to provide further ideas with rough costs. Will proceed with applications for at least the clock tower lighting and bench. Application will include photo evidence and be publicised.

26/27-09- **Update on Village hall costs etc** *MH*

Storage and moving costs have been clarified, with ongoing costs expected to remain around £5,100–£5,200 per year, depending on broadband and phone arrangements. The alarm system will be zoned for independent office control, with the Village Hall Trust as landlord.

A written contract will be in place using an ACRE template acceptable to the Charity Commission. The move is anticipated from 1 August, with advance setup planned; £2,000 has been allocated for the transition, though actual moving costs are expected to be £300–£500. Staff will not be required to undertake Village Hall duties beyond council office needs.

- **Actions- Final review of contract at next full council meeting. Tour of office space to be scheduled for interested councillors.**

26/27-10- **Flag storage in office.-***TY*

At present, flags and flagpole keys are held at home by Cllr Tandy. It was agreed that the protocol be updated so that the flags are stored in the office or clock tower to ensure wider access.

Formal thanks were recorded to Cllr. Tandy for managing flag duties.

Actions – Spare key cut for the flag pole and put in the key safe outside the office and inform Cllr Tandy of code.

26/27-11- **Alzheimer's Society Cambridgeshire Dementia Support Service** *-SB*

Non-financial support is sought, with the Parish Council asked to help publicise services locally through the journal, notice boards and community events, including potential promotion at the Big Village Fun Day, possibly joint stand with Age UK. The Council may also support publicity for Cllr. Tandy's Alzheimer's fundraising in June through its social media platforms.

Action – Post on Facebook/Instagram co-ordinate Age Uk and Alzheimer society to share a stand at BVFD. Ask Cllr M Tandy for details on his fund raising.

26/27-12- **Discuss and decide on Biodiversity statement.** *-TY*

Cllr M Hewitt Proposed approval is deferred to May's Full PC meeting **Cllr M Collison 2nd. All in favour. RESOLVED to defer approval to next meeting.**

Action – check details of Biodiversity statement and take to May's meeting for approval.

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26/27-13- **Discuss request for grant consideration for indoor bowls from Fenstanton Village Hall Trust.-***SB*
Cllr M Hewitt Proposed the Parish Council matches the HDC grant and uses the remaining CiL fund **Cllr T Yates 2nd.All in favour. RESOLVED to Grant £1623.14 to the indoor bowls club.**
Action - arrange donation of grant.

26/27-14- **Approve changing Eon electricity for Clocktower to Direct Debit. -***SB*
Cllr M Tandy Proposed we change to Direct Debit for Eon. **Cllr T Yates 2nd. All in favour. RESOLVED change to Direct debit.**
Action- change Eon to Direct Debit.

26/27-15- **AGE UK Update.**
Cllr A Mustill updated Council and information is available.

26/27-16- **Agree to move bin from other locations to the new Village hall site.***SB*
Cllr M Hewitt Proposed one of the bins in the wooden park on Chequers street is moved to the new Village Hall. **Cllr T Yates 2nd. All in favour. RESOLVED move bin.**

26/27-17- **Request to support - asset of community value nomination. -***MH*
Cllr M Hewitt Proposed the Parish Council supports the Asset of Community Value nomination. **Cllr M Tandy 2nd. All in favour. RESIOLVED to support the ACV.**

26/27-18- **Consider list of potential assets of community value to apply for -***MH*
Reviewed an old candidate list (some now redundant). Opportunity for further ACV applications.
Action - Councillors to review and suggest updated list for future consideration.

26/27-19- **Review current finance and budgets.** *SB*
The Clerk updated Council and further information is available.

26/27-20- **Bank Balances to date and approve bank reconciliation -March.***-SB*
The Chair Cllr M Hewitt signed the statement.

26/27-21- **Payment Schedule – approve March invoices.**
Cllr M Hewitt Proposed all payments are made. **Cllr T Yates 2nd. All in favour. RESOLVED to make payments.**

Ref	Payee	Description	Net	Admin/ Materials	Vat	Total	Method
1	All under cover inv 005994	Deposit for Christmas market marquee	514.08		102.82	616.90	BACS
2	Ken Booth inv 488901	Litter picking grippers	109.07		21.81	130.88	BACS
3	Ken Booth inv 489582	Christmas tree 2025	1,300.00		260.00	1,560.00	BACS
4	CAPALC INV 5804	Affiliation fee, NALC and DPO	872.32			872.32	BACS
5	CAPALC inv 6011	AGAR training	35.00			35.00	BACS
6	CAPALC inv 5696	New Clerks with Parkinsons session	35.00			35.00	BACS
7	Ian Charles	BVFD equipment inv	1,414.74			1,414.74	BACS
8	Clubspark inv 025454	Annual licence fee	360.00		72.00	432.00	BACS
9	Fenstanton Church Centre Inv 1188	Welcome space 1 hour not charged for setting up	10.00		2.00	12.00	BACS
10	Fenstanton Church centre inv 1186	Welcome space	375.00		75.00	450.00	BACS
11	Fenstanton Church centre inv 1185	Meeting room hire	54.68		10.94	65.62	BACS
12	Fenstanton Church centre inv 1187	Welcome space -Thurs lunch club	35.00		7.00	42.00	BACS
13	Fenstanton & Hilton school inv 26	Hire of school playground overpaid credit for spring term	33.00			33.00	BACS
14	HDC inv 70106177	Welcome space exercise class	164.00			164.00	BACS
15	Rob Howard inv 2539	40 hours handyman duties	800.00			800.00	BACS
16	Ian Wilson-	4 x underpass 1 bus stop 2 x hub					BACS
17	Kalpana inv 0170395	Fortnightly clean	18.00			18.00	BACS

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18	Kalpana inv 0170398	Fortnightly clean	18.00			18.00	BACS
19	KTS inv 251434	365 JD email provide then cancel	72.54		12.09	72.54	BACS
20	KTS inv 25100	Online back up 365 std, ESET and 365 online exchange plan	85.66		17.13	102.79	BACS
21	KTS inv 251428	Online exchange plan as agreed	559.65		111.93	671.58	BACS
22	Lock Fit inv 7220	Check cemetery tap	82.50		16.50	99.00	BACS
23	Naturespace inv CAM 817	Grass cut 23.03.2026	850.00		170.00	1020.00	BACS
24	Naturespace inv CAM814	Spring pond maintenance	840.00		168.00	1008.00	BACS
25	RDS heating inv 7827	Cemetery tap inspection	85.00		17.00	102.00	BACS
26	Staff costs	Salaries, expenses, pension, PAYE and NI	TBC at meeting				BACS
27	Viking inv 410529700	Storage boxes ,ink, general office supplies	232.14		46.44	278.58	BACS
28	Chris Burns Handyman INV 3325	Hours and petrol and sundries	800.00	12.99		812.99	BACS
29	Youth Bus inv	4 x sessions	1252.00			1252.00	BACS
	Standing Orders and Direct Debits						
30	Places for people	Garage Rental -	63.57		12.71	76.28	DD
31	Tim Brain	Office rental -	199.00		-	199.00	SO
32	O2	Clerk Mobile	12.04		2.41	14.45	DD
33	BT office phone broadband	office phone broadband	195.17		39.03	234.20	DD
34	Lloyds Bank	Charges ac 5169	4.25			4.25	DD

26/27-22- **Payments received.**

£240.00 Cambridge Acre -refund

£244.27 Jensen security.-refund

26/27-23- **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.

Election of officers, review/approval of all policies including biodiversity statement, standing items.

Meeting closed 20.57

Signed M Hewitt (Chair)……

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