

FENSTANTON PARISH COUNCIL

Minutes Parish Council Ordinary Meeting

held at the Church Centre, Fenstanton on Thursday 12th March 2026 at 19.00

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

In attendance: Sarah Barber (Clerk), Ali Watchman (Assistant Clerk), CCllr D Keane and DCllr C Tevlin and 1 Parishioner.

25/26 -220- **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).

Declarations of interest- Cllr M Collison Items 228 and 232.
- Cllr A Mustill item 232.
- Cllr S King item 232.

Meeting closed 19.04

A parishioner expressed concern regarding the drainage works in Hall Green Lane, noting that multiple site visits have taken place and that four collapsed drains were identified via camera inspection. The works appear incomplete, with little visible progress, and residents are increasingly frustrated by the lack of progress and limited communication from contractors. The Chair acknowledged the concerns, noting the issue is longstanding and frustrating, and advised that contact details would be shared and updates provided as they become available.

Meeting Open 19.07

19.07 DCllr C Tevlin arrived.

25/26-221- **To Consider Suspension of Standing Orders**

To resolve to suspend Standing Order Items 25/26-228 & 229 to permit consideration of two quotations received for work to the Clock tower and conducting the village tree survey, as only two quotes were obtained despite efforts to secure three.

Cllr M Hewitt Proposed standing orders are suspended for items 228 & 229. **Cllr T Yates 2nd. All in favour. RESOLVED standing orders suspended for 228 & 229**

25/26-222- **To approve the minutes of the meeting held on Thursday 12th February 2026.**

Cllr M Hewitt Proposed the minutes, incorporating amendments to items 203, 209, and 215, be approved as a true and accurate record of the meeting held on Thursday 12th February. **Cllr M Collison 2nd. 1 Abstain. All others in favour. RESOLVED Minutes approved with amendments.**

25/26-223- **To receive reports from the District and County Council.**

CCllr D. Keane submitted his reports prior to the meeting; this was circulated to all Councillors and is available for reference.

DCllr C Tevlin provided an update to the Council, which is available for reference. She advised that, with elections taking place in May, she will not be standing for the next term and expressed her thanks for the support received over the past four years.

25/26-224- **Consider Councillor Matt Tandy joining the Finance and Constitution Committee.**

Cllr M Hewitt Proposed that, subject to his agreement, Cllr M Tandy be appointed to the Finance and Constitution Committee. **Cllr S King 2nd. 1 Abstain All others in favour. RESOLVED That Cllr M Tandy be appointed to the Finance and Constitution Committee.**

25/26-225- **Discuss and decide if Connections bus should continue after spring term.**

Cllr M Tandy Proposed the Parish Council continues to support the Connections bus, and review upon new community village hall opening. review later **Cllr T Yates 2nd. All in favour. RESOLVED continue supporting the Connections bus.**

25/26-226- **Update from Cllr Tina Yates on progress on Fenstanton Parish obtaining a Neighbourhood Plan.**

Cllr T updated Council that he project is currently on hold due to its complexity and the time required. It was noted that the plan would influence, but not prevent, development and must be supported by robust consultation with parishioners and clear evidence. Typical sections would cover economic development, energy, environment, housing, transport, community facilities, and infrastructure.

Next steps: A small working group will meet with HDC Planning to register the intention to prepare a plan. Subject to approval, a wider working group including parishioners will be established. Funding for external support remains unclear, and progress may be slow due to planning department workloads

Action - arrange meeting with HDC Planning then arrange working group.

25/26-227- **To Consider quotations for Maintenance of the clock tower and to resolve to appoint a contractor.**

Cllr M Hewitt Proposed that the Clerk clarify queries regarding the "like-for-like" nature of the works and, subject to confirmation that the work is comprehensive and carried out to a high craftsman standard, proceed with expenditure of up to £5,500. **Cllr T Yates 2nd.**

All in favour. RESOLVED to Instruct James building and roofing to carry out the work on the clock tower.

Action Clerk to clarify and instruct James building and roofing to work on Clock tower.

25/26-228- **To Consider the two quotations for conducting the village tree survey.**

Cllr M Hewitt Proposed the Clerk instructs Argenta to carry out the tree survey. **Cllr M Tandy 2nd.**

All in favour. RESOLVED Instruct Argenta to perform the village tree survey.

Action- Instruct Argenta to carry out the village tree survey.

25/26-229- **Update on VAT.**

Parkinsons have been in contact and are scheduled to visit the office to ensure that the Parish Council is complying with VAT regulations. The Clerk will provide an update at the next meeting.

25/26-230- **Discuss and decide on tenders for village grass cutting and maintenance.**

Handouts titled A, B, and C, outlining the scope of work, were provided to all Councillors and reviewed. After consideration, the Council chose **Quote C**. The Clerk confirmed that the successful tender for grass cutting and maintenance was awarded to the local firm **Naturespace**.

25/26-231- **Consider the proposed amount for the annual cost for having the PC office in the new Village hall.**

The proposed rent is £5,000 per annum; a detailed cost comparison is needed. Clarification is required on included costs, future rent increases, the landlord's legal status, and whether a formal lease is needed, as well as on move and storage logistics. The Clerk will consult the Village Hall Trust and report back at the April meeting.

Action - Clerk to clarify points raised and spread sheet to be produced to show price comparisons.

25/26-232- **Update on parking advice from Police re parking constrictions and consider if should apply for TRO's.**

Cllr M Hewitt Proposed there will be no TRO applications for now but continue to reinforce communication/monitoring. **Cllr S King 2nd. 1 Abstain. All others in favour. RESOLVED not to apply for TRO's at present.**

25/26-233- **Update on rise of Places for people garage rental rising to £86.58 per month.**

Action – Continue paying for now but investigate other options.

25/26-234- **Bank Balances to date and approve bank reconciliation -February**

25/26-235- **Payment Schedule – approve February invoices.**

Ref	Payee	Description	Net	Admin/ Materials	Vat	Total	Method
1	Agri Plant -12566	Apple tree leylandii, ash and blackthorn, ditch clearance	2,600.00		520.00	3,120.00	BACS
2	CAPALC	New clerks finance training	35.00			35.00	BACS
3	Chris Burns Handyman	69 hours owed -29 remaining	800.00			800.00	BACS
4	Clear Councils inv LC000073	Annual insurance renewal	4,800.64			4,800.64	BACS
5	Connections bus inv -250088	5 sessions Jan- Feb	1565.00			1565.00	BACS
6	EON- inv 419-0005	Clock tower electricity	22.65		1.13	23.78	BACS
7	Fenstanton Church centre inv 1175	Welcome space	300.00		6.00	360.00	BACS
8	Fenstanton Church centre inv 1173	Meeting room hire	33.85		6.77	40.63	BACS
9	Fenstanton Church centre inv 1172	Welcome space -Thurs lunch club	30.00		6.00	36.00	BACS

10	Fenstanton & Hilton school	Hire of school playground overpaid credit for spring term	0.00			0.00	BACS
11	HDC inv 70105455	Welcome space exercise class	164.00			164.00	BACS
12	Ian Wilson- January	4 x underpass 1 bus stop 2 x hub	139.00			139.00	BACS
13	Kalpana inv 0170392	Fortnightly clean	18.00			18.00	BACS
14	KTS inv 251139 January	Online back up 365 std, ESET and 365 online exchange plan	85.66		17.13	102.79	BACS
15	KTS inv 251351 March	Online back up 365 std, ESET and 365 online exchange plan	86.06		17.21	103.27	BACS
16	Majestic inv 19473	Agreed works	715.00		143.00	858.00	BACS
17	Naturespace inv CAM780	Clearance of The Old Orchard	450.00		90.00	540.00	BACS
18	Rob Howard inv 2536	2.2.-6.27.03 handyman x 40 hrs.	800.00			800.00	BACS
19	Staff costs	Salaries, expenses, pension, PAYE and NI	To be shared at meeting				BACS

	Standing Orders and Direct Debits						
20	Places for people	Garage Rental -	63.57		12.71	76.28	DD
21	Tim Brain	Office rental -	199.00		-	199.00	SO
22	O2	Clerk Mobile	12.04		2.41	14.45	DD
23	Ecotricity- MUGA Jan	MUGA Standing charge	15.87		0.79	16.66	DD
24	Ecotricity- Office Jan	Office electricity	152.95		7.65	160.60	DD
25	Ecotricity- MUGA Feb	MUGA Standing charge	14.25		0.71	14.96	DD
26	Ecotricity Office Feb	Office electricity	102.62		5.13	107.75	DD
27	Information Commissioners Office – ZB314500	Data protection fee	47.00			47.00	DD
28	Lloyds Bank	Charges ac 5169	4.25			4.25	DD

25/26-236 **Payments received.**

£15.00 - allotment rent
£133.02 - Welcome space donations
£126.81- Welcome space donations
£111.53 – Viking Direct credit
£530.71 – All undercover Credit.

25/26-237 **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.

Updates on pending actions; decision on office move and associated costs
progress on Neighbourhood plan and flag storage.

Meeting closed 21.19

Signed M Hewitt (Chair)…….