

FENSTANTON PARISH COUNCIL

Minutes Parish Council Ordinary Meeting

held at the Church Centre, Fenstanton on Thursday 18th June 2026 at 19.00

Present: Cllr M Hewitt (Chair), Cllr A Janocka, Cllr S King, Cllr R McGee (Vice), Cllr K Mitchell, Cllr J Purkiss and Cllr T Yates.

In attendance: Ali Watchman (Assistant Clerk),
CCllr A Bulat, DCllr N Sarkies and 5 Parishioners.

26/27-43 **<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 Puntambekar, Cllr A Mustill, Cllr M Collison and Cllr H Howatt – apologies accepted.

CCllr D Keane.

Declarations of interest – Items 50/56 - Cllr R McGee and Cllr K Mitchell
Item 58 - Cllr K Mitchell.

Meeting Closed 19.02

Parishioner 1. raised ongoing concerns about drainage, potholes, verge cutting, and maintenance on Hall Green Lane, expressing frustration over delays and a perceived lack of action by the County Council.

Parishioner 2. (Item 61) highlighted ongoing concerns regarding drainage issues, noting that videos, photographs and correspondence documenting water flowing down the road have been shared previously. Copies of this evidence are also held by the Clerk, and the CCllr D Keane is aware of the situation.

Parishioner 3. (Item 61) reiterated concerns about the long-standing drainage issues on Hall Green Lane, noting that Highways has attended the site on numerous occasions and carried out surveys, but no remedial works have followed. Frustration was expressed at the need to continually report the same issue without any apparent progress despite ongoing engagement with County Council representatives.

Parishioner 3 also wanted to speak about item 51 stating that the PC my need to obtain further permission to fly other flags. And Item 52.

Parishioner 4, a member of the Journal team, highlighted the publication's growth and success since it was taken over three and a half years ago, increasing from around 60 to 84 pages. Concerns were raised regarding limited visibility of the Journal's financial administration, including invoicing and account management. It was noted that the Journal requires relatively few transactions each year and that suggestions it consumes a significant proportion of Parish Council officer time were disputed. The Journal was described as a valued community asset serving Fenstanton, Hilton and Fen Drayton. Urgency was also highlighted, as annual advertising renewals are currently due and sufficient funds must be secured by 9 August to ensure publication of the September edition.

Meeting opened 19.11.

26/27-44 **<u>To approve the minutes of the meeting held on Thursday 14th May 2026.</u>**

Cllr T Yates Proposed the minutes were a true record of the meeting held on 14th May 2026.
Cllr K Mitchell 2nd. 1 Abstain, 6 in favour. RESOLVED minutes approved.

26/27-45 **<u>To approve the minutes of the meeting held on Thursday 12th March 2026.</u>**

Cllr T Yates Proposed the minutes were a true record of the meeting held on 12th March 2026.
Cllr M Hewitt 2nd. 4 abstain. 3 in Favour. RESOLVED minutes approved.

26/27-46 **<u>To receive reports from the District and County Council.</u>**

CCllr D Keane and DCllr A Bulat sent in reports prior to the meeting for Councillors to read.
DCllr N Sarkies The newly elected District Councillor introduced themselves, noting they had been in post for six weeks and were still becoming familiar with council procedures and

responsibilities. Having lived in Hilton for 40 years and worked in the NHS, they expressed their honour in representing both communities. It was reported that a key focus for the coming months will be local government reorganisation and the review of Huntingdonshire's Local Plan.
The Councillor noted that Huntingdonshire District Council has proposed a unitary authority model, with a decision expected in the near future. Concerns were also raised regarding the need for adequate infrastructure planning, particularly in relation to water and transport, as the Local Plan is updated to 2046. These matters were noted as being relevant to a later agenda item concerning cumulative impacts.
Cllr Bulat provided updates since submitting her written report that enquiries regarding Hall green Lane are continuing, with officers having been contacted again recently. He highlighted cross-party work on local government reorganisation and infrastructure concerns related to the Local Plan, noting that a decision on the proposed unitary authority model is expected in July. She advised that he has been appointed to the Overview and Scrutiny and Communities and Environment Committees, where issues such as waste services and fly-tipping will be reviewed. She also noted the renewal of the county highways maintenance contract and said he would be seeking further information on measures intended to improve contractor performance and accountabilit**y.**

26/27-47 **Vote to add Cllr S King to Committees and working groups.**

Cllr R McGee Proposed Cllr S King is elected on to the Planning, Finance and Constitution committees and the Burial Board. **Cllr K Mitchell 2nd. All in favour. RESOLVED Cllr S King is elected onto committees.**

Action Ali to add to website etc.

26/27-48 **Discuss Parkinson's revised report and decide on a course of action-MH**

The Council considered the VAT and Governance Report commissioned following concerns regarding VAT compliance and governance arrangements associated with the Journal and other council- supported activities.
The report concluded that the Council should have registered for VAT, primarily due to the level of Journal advertising income, and may face retrospective VAT liabilities. It also identified governance weaknesses, including limited oversight of associated activities, insufficient financial controls and gaps in governance documentation.
Members acknowledged the urgency of addressing these issues, particularly in light of the forthcoming AGAR submission and current staffing challenges. There was broad agreement to accept the report's findings in principle, begin the VAT registration process, review previous years' accounts where necessary, strengthen governance arrangements through formal oversight and reporting structures, and liaise with auditors regarding next steps. The nomination of Ali as an additional Proper Officer for business continuity was also supported.
The Council recognised the importance of regularising its financial and governance arrangements as quickly as possible and thanked those who had raised the concerns that led to the review.

Thanks given again to Cllr Collison for bringing this to Councils attention.

Cllr R McGee Proposed the Parish Council accepts Parkinsons report in principle regards to the VAT recommendations and accepts there are governance issues to be dealt with as a matter of urgency. **Cllr T Yates 2nd. All in favour. RESOLVED to accept report in principle.**

Cllr K Mitchell Proposed Finance and Constitution reviews the governance and management of the PC and non-PC entities and makes recommendations to Full Council about the overall management and how they are absorbed or detached from the Parish Council. **Cllr M Hewitt 2nd. All in favour. RESOLVED F & C Committee to review and bring back to Full Council.**

Cllr M Hewitt Proposed Cllr K Mitchell is authorised to speak to CAPALC about what the PC needs to do to resolve the situation, and any decisions that need to be made quickly these should be made in consultation with the Chair and bought back to the next Full Council meeting. **Cllr A Janocka 2nd. All in favour. RESOLVED.**

Cllr T Yates Proposed assistant to the Clerk Alison Watchman is voted as temporary Proper officer. **Cllr M Hewitt 2nd. ALL in favour RESOLVED A Watchman is temporary Proper Officer.**

Actions – Kev to arrange (With Ali) F AND C meeting

26/27-49 **Discuss and agree on supporting the Community Car Share scheme.-SB**

Cllr M Hewitt Proposed the Parish Council agrees to support in principle and will revisit when all grants are reviewed in November. **Cllr T Yates 2nd. All in favour. RESOLVED review during grant process in November.**

Action – write to confirm we agree in principle. Add to November agenda list.

26/27-50 **Council to agree the contract for new village hall office.-SB**

See item 56 Agenda item duplicated.

26/27-51 **Discuss and decide on purchasing Football and Rugby/sport specific flags to show support during major sporting events rather than just the St George's flag. -MH**

Cllr T yates Proposed item is deferred until she can investigate costs and permissions needed. **Cllr M Hewitt 2nd. All in favour. RESOLVED deferred for costs and permissions.**

26/27-52 **Approve letters to residents, FB post and Journal entry, following the GP committee's decision to consider lighting and CCTV at the MUGA.-RMG**

Preliminary discussions for resident consultation. First, council must clarify lease/landowner permissions (from County Council/Education Department, as landowner). Drafts for letters to residents and social media posts prepared but pending this step.

Actions -Review contract/seek County Council approval for CCTV/lighting before public consultation.

26/27-53 **Review correspondence sent regarding Ashes shop sent by Chair.**

Cllr Hewitt explained he had sent a letter to HDC requesting pause on enforcement for minor breach affecting vulnerable residents' access to amenities. Letter was available for Councillors to review.

26/27-54 **Discuss and decide on request from the landlord of the Crown and Pipes to borrow gazebos for the football World Cup. -RMG**

Cllr M Hewitt Proposed The Crown and Pipes PH could borrow the gazebos for during the world cup until required by the BVFD and It is understood that any damage incurred during the loan period will be repaired or the equipment replaced, as necessary. **Cllr J Purkiss 2nd. All in favour. RESOLVED to loan gazebos to the Crown and Pipes.**

Action – Ali to contact Crown and Pipes.

26/27-55 **Discuss and decide on continuing with the off-site storage.MH**

Cllr R McGee Proposed The Parish Council continues Storage contract extended on monthly basis pending assessment of storage space in new Village Hall. **Cllr T Yates 2nd. ALL in favour. RESOLVED Continue with current storage on a month-by-month basis.**

Action -email More space and inform of our intentions

26/27-56 **Council to agree the contract for new village hall office. SB.**

Cllr T Yates Proposed the Parish Council accepts the contract for the lease at the new village hall. **Cllr M Hewitt 2nd. All in favour. RESOLVED accept the contract.**

Action- sign the contract.

21:03 Cllr J Purkiss left the meeting.

26/27-57 **Keeping records of Councillor training , refresher training for all Councillors- MH**

Need for comprehensive record of Councillor training noted. Plan for in-house refresher/new Councillor training with CAPALC to be arranged.

Action Arrange training with CAPALC , Ali to set up file/record of Councillor training. Add to staffing committee next agenda.

21:05- CCllr A Bulat left the meeting.

26/27-58 **Discuss Application for current HDC CIL funding round.-KM**

Cllr T Yates proposed the Parish Council supports the joint application with the Village hall trust for a resilience hub at the new Village Hall. **Cllr A Janocka 2nd. ALL in favour. RESOLVED support Village Hall trust for resilience hub.**

Action – Cllr K Mitchell to complete CiL application.

26/27-59 **Decide on interim policy for communicating with the Clerks.- TY**

Cllr T Yates Proposed Interim policy for communication between Councillors and Clerks be approved. To be ratified by Finance and Constitution committee. **Cllr R McGee 2nd. All in favour, REOLVED Policy approved and ratified at Next F & C meeting.**

Action - add to F and C agenda, add to website?

26/27-60 **Discuss Fen maintenance - verge cutting and potholes.-RMG.**
Cllr McGee Proposed to engage contractors directly for repairs and cutting at agreed competitive rate of £1,200, with notification to County Council and insurance checks.+ £200 for grass cutting **Cllr T Yates 2nd. ALL in favour. RESOLVED to repair potholes and cut the grass.**
Action - Contact contractor to complete the work.
21.18 - DCllr N Sarkies left.

26/27-61 **Hall Green Lane - pot holes and state of repair. RMG.**
Discussed when meeting was opened and PC will contact CCllr D Keane for further updates.
Action – Contact CCllr Keane for update.

26/27-62 **Consider and approve quote for servicing of the outdoor gym equipment following the GP committee's decision to carry out an annual service.- RMG**
Cllr R McGee Proposed the Parish Council engages the local contractor that quoted to carry out the servicing of the Gym equipment. **Cllr T Yates 2nd. All in favour. RESOLVED to engage local contractor to carry out the service.**
Action- Contact local contractor.

26/27-63 **Decide if Council wants to be involved in the N Huntingdon & St Ives Cumulative Impacts Group-TY.**
Cllr T Yates Proposed the Parish Council Agrees to support group's infrastructure coordination efforts and permit council name use in partnership; potential attendance as available.
Cllr M Hewitt 2nd. All in favour. RESOLVED to support.
Action - Cllr T Yates to draft reply with Chair's approval, Ali to send.

26/27-64 **Consider upgrading one licence to Microsoft Premium with KTS.**
Cllr K Mitchell Proposed the PC upgrades one licence **Cllr T Yates 2nd. All in favour. RESOLVED to upgrade licence.**
Action – contact KTS to upgrade licence.

26/27-65 **Discuss and decide if the Parish Council will continue to issue invoices and orders on behalf of the Journal until a decision is made on its future. -MH**
Cllr K Mitchell Proposed the Parish council continues to support the Journal. **Cllr A Janocka 2nd. All in favour. RESOLVED to continue supporting the Journal.**
Action – arrange to send out first months invoices for the Journal.

26/27-66 **Decide on second Parish Council representative for the BVFD Committee.**
Cllr M Hewitt Proposed Cllr A Puntambekar as the PC representative. Cllr T Yates 2nd. All in favour. RESOLVED Cllr Puntambekar is pc representative.
Action – Inform Cllr Puntambekar.

26/27-67 **Decide on raising the budget for the Parish Council BVFD Stall.-MH.**
Cllr R McGee Proposed budget for PC BVFD stall raised to £175.00 **Cllr Yates 2nd. ALL in favour. RESOLVED raise budget to £175.00.**

21.32 Cllr S King left the meeting.

26/27-68 **Committee Updates:- Planning, General Purposes, Finance and constitution and Burial Board & Saturday Surgery. information only- No discussion and no decisions can be made**
-Local Government Act 1972 s12 10(2) (b) states that business must be specified.
Cllrs updated on any meetings held since last meeting.
Saturday Surgery Parishioners concerned about parking around the village.
Action – add parking to September journal.

26/27-69 **Review current finance and budgets.**
Cllr M Hewitt proposed deferred and Finance and Constitution meeting arranged as a matter of urgency Cllr T Yates 2nd.**All in favour. RESOLVED defer and arrange F&C meeting.**

26/27-70 **Bank Balances to date and approve bank reconciliation -May.-SB**
The chair signed all paperwork.

26/27-71 **Payment Schedule – approve April invoices.**

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

Ref	Payee	Description	Net	Admin/ Materials	Vat	Total	Method
1	AGE Uk inv 60089	Annual contribution towards community warden scheme	4,000			4,000	BACS
2	APT inv 18140	Algae free cleaning fluid	160.88	8.45	33.87	203.20	BACS
3	Chris Burns Handyman INV04/26	4-31 May + extra hours worked (9)	980.00			980.00	BACS
4	CAPALC inv 6081	Rights of way training x 2	70.00			70.00	BACS
5	Fenstanton Church centre inv 1213	Welcome space	250.00		50.00	300.00	BACS
6	Fenstanton Church centre inv 1219	Meeting room hire	57.29		11.46	68.75	BACS
7	Fenstanton and Hilton Primary school inv 26(1)	Playground for connections bus	198.00			198.00	BACS
8	HDC inv 70109211	Litterbin emptying annual	3,486.56		697.31	4,183.87	BACS
9	Kompan inv 870525	Replacement Bolt for Pitfield playpark	25.68		5.13	30.81	BACS
10	KTS inv 260248	Online back up 365 std, ESET and 365 online exchange plan	86.06		17.21	103.27	BACS
11	LHL inv 204940	Toilet hire	527.60		105.52	633.12	BACS
12	Naturespace inv CAM 881	Grass cut 5TH 18th May .2026	1,700.00		340.00	2,040.00	BACS
13	SIQP inv 28028	3 flags 50 A3 posters BVFD	548.00		109.60	657.60	BACS
14	Staff costs	Salaries, expenses, pension, PAYE and NI	5,451.41			5,451.41	BACS
	Standing Orders and Direct Debits						
15	Places for people	Garage Rental -	63.57		12.71	76.28	DD
16	Tim Brain	Office rental -	199.00		-	199.00	SO
17	O2	Clerk Mobile	12.96		2.59	15.55	DD
18	BT office phone broadband	Office phone	234.47		46.89	281.36	DD
19	Lloyds Bank	Charges ac 5169	4.25			4.25	DD
20	Ecotricity inv 08495791	Hub electricity	58.00		2.90	60.90	DD
21	Eon inv 0008	Clocktower electricity	24.56		1.23	25.79	DD

26/27-72 **Payments received.**

The Welcome Space – R McGee -£113.00

26/27-73 **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.

Flags, Fenstanton North Councillors.

Meeting closed 10:00 pm

Signed M Hewitt (Chair) ……..