

FENSTANTON PARISH COUNCIL

Minutes Parish Council Ordinary Meeting

held at the Church Centre, Fenstanton on Thursday 14th May 2026 at 19.00

Present: Cllr M Collison, Cllr M Hewitt (Chair), Cllr H Howatt, Cllr A Janocka, Cllr R McGee (Vice), Cllr K Mitchell, Cllr A Mustill, Cllr J Purkiss and Cllr T Yates.

In attendance: Sarah Barber (Clerk), Ali Watchman (Assistant Clerk), CCllr D Keane, CCllr A Bulat and 2 Parishioners.

26/27-24- Elect Chairperson and Vice Chairperson and sign declaration of acceptance to office.

Cllr R McGee Proposed Cllr M Hewitt as Chairperson of Fenstanton Parish Council **Cllr T Yates 2nd. All in favour. RESOLVED Cllr Hewitt elected as Chairperson.**

Cllr K Mitchell Proposed Cllr R McGee as Vice Chairperson of Fenstanton Parish Council. **Cllr T Yates 2nd. All in favour. RESOLVED Cllr R McGee is Vice Chairperson of Fenstanton Parish Council.**

26/27-25- Signing of Declaration of acceptance of office and Civility form for all Councillors.

All Councillors signed their Declarations of acceptance of office and the Civility forms.

26/27-26- 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 Puntambekar, Cllr S King, DCllr N Wells, DCllr N Sarkies.

Declarations- Cllr A Mustill, Cllr K Mitchell and Cllr R McGee item 26/27-34.

26/27-27- To approve the minutes of the meeting held on Thursday 9th April 2026.

Cllr T Yates Proposed the minutes were a true record of the meeting held on Thursday 9th April 2026. **Cllr H Howatt 2nd. 2 abstain. All others in favour. RESOLVED Minutes approved.**

26/27-28- To review current committees and sub committees – see appendix A.

General Purposes Members.

Cllr M Hewitt Proposed the members of the GP Committee are Cllr T Yates, Cllr K Mitchell, Cllr H Howatt, Cllr M Collison, Cllr M Hewitt and Cllr R McGee **Cllr R McGee 2nd. ALL in favour. RESOLVED.**

G P Chair - **Cllr R McGee Proposed** Cllr T Yates as Chair. **Cllr K Mitchell 2nd. All in favour. RESOLVED Cllr T Yates appointed as Chair.**

G P Vice - **Cllr T Yates Proposed** Cllr R McGee as Vice, **Cllr H Howatt Proposed** Cllr M Collison as Vice **Cllr Collison -4 Votes, Cllr R McGee 5 Votes. Cllr A Janocka 2nd. RESOLVED Cllr R McGee Vice Chair.**

Finance and Constitution Members.

Cllr M Hewitt Proposed the members of the F&C Committee are Cllr T Yates, Cllr K Mitchell, Cllr H Howatt, Cllr A Puntambekar, Cllr M Collison, Cllr M Hewitt and Cllr R McGee.

F & C Chair - **Cllr A Janocka Proposed** Cllr M Collison as chair **Cllr H Howatt 2nd.**

Cllr R McGee Proposed Cllr K Mitchell as Chair. **Cllr T Yates 2nd.**

Cllr Collison 3 votes, Cllr K Mitchell 6 votes. RESOLVED Cllr K Mitchell appointed as Chair.

F & C Vice - **Cllr M Hewitt Proposed Cllr M Collison** as Vice chair. **Cllr T Yates 2nd. All in favour. RESOLVED Cllr M Collison appointed as Vice chair.**

Planning Committee members.

Cllr M Hewitt Proposed the members of the Planning committee are Cllr J Purkiss, Cllr T Yates, Cllr A Puntambekar, Cllr A Janocka, Cllr M Hewitt and Cllr R McGee. **Cllr H Howatt 2nd. All in favour. RESOLVED.**

Planning Chair - **Cllr R McGee Proposed** Cllr T Yates as Chair. **Cllr H Howatt 2nd. All in favor RESOLVED Cllr T Yates appointed as Chair.**

Planning Vice **– Cllr A Janocka Proposed Cllr A Janocka as vice chair Cllr R McGee 2nd. All in favour. RESOLVED Cllr A Janocka appointed as Vice Chair.**

Burial Board members.

Cllr M Hewitt Proposed the members of the Burial Board are Cllr K Mitchell, Cllr A Puntambekar, Cllr A Mustill, Cllr M Hewitt, Cllr R McGee and Rosie Tallowin (Rector). **Cllr M Collison 2nd. All in favour. RESOLVED.**

Cllr R McGee Proposed Cllr A Mustill as Chair. **Cllr T Yates 2nd. All in favour. RESOLVED**

Cllr A Mustill appointed as Chair.

Cllr J Purkiss Proposed the members of the Staffing Committee are Cllr T Yates, Cllr K Mitchell, Cllr A Janocka, Cllr A Puntambekar, Cllr M Hewitt and Cllr R McGee. **Cllr T Yates 2nd. All in favour. RESOLVED.**

Rights of Way members.

Cllr M Hewitt Proposed the members of the Rights of way Committee are Cllr T Yates, Cllr M Collison, Cllr M Hewitt and Cllr R McGee. **Cllr H Howatt 2nd. All in favour. RESOLVED.**

Resilience working group members.

Cllr M Hewitt Proposed the members of the resilience working group are Cllr T yates, Cllr K Mitchell, Cllr M Collision, Cllr M Hewitt and Cllr R McGee. **Cllr R McGee 2nd. ALL in favour. RESOLVED.**

26/27-29- **Appoint representatives for external groups incl. Age UK, BVFD, Christmas market & allotments.**

AGE UK - **Cllr R McGee Proposed** Cllr A Mustill as representative to AGE UK with Cllr K Mitchell as substitute representative. **Cllr T Yates 2nd. All in favour. RESOLVED that Cllr A Mustill be appointed as the Parish Council representative to Age UK, with Cllr K Mitchell acting as substitute representative.**

Glebe allotments - **Cllr M Collison Proposed** Cllr M Collison as representative to Glebe allotments with Cllr H Howatt as substitute representative. **Cllr T Yates 2nd. All in favour. RESOLVED that Cllr Collison be appointed as the Parish Council representative to Glebe allotments, with Cllr H Howatt acting as substitute.**

Village Hall Trust - **Cllr K Mitchell Proposed** Cllr A Mustill as representative to Village hall trust. **Cllr R McGee 2nd. All in favour. RESOLVED that Cllr A Mustill be appointed as the Parish Council representative to the Village Hall trust.**

Christmas Market - **Cllr R McGee Proposed** Cllr T Yates as representative to the Christmas Market **Cllr M Collison 2nd. All in favour. RESOLVED Cllr T Yates be appointed as the Parish Council representative to the Christmas Market.**

BVFD - **Cllr M Collison Proposed** Cllr M Collison as representative to the BVFD with Cllr R McGee as substitute representative to the BVFD. **Cllr T Yates 2nd. ALL in favour. RESOLVED Cllr M Collison be appointed as the Parish Council representative to the BVFD, with Cllr R McGee acting as substitute.**

26/27-30- **To receive reports from the District and County Council.**

Newly elected District Councillor Alex Bulat introduced herself and explained that the first District Council meeting is scheduled for 21 May. Cllr Bulat confirmed a commitment to holding monthly surgeries at St Ives Library, reporting local issues, and improving communication with residents and the Parish Council.

A full written report from Cllr David Keane was circulated prior to the meeting and is available for members to view. Cllr David Keane highlighted the strong level of representation, with four Councillors serving on the authority. He advised that the overall political balance of the Council remains uncertain following the elections, with further changes expected as part of the ongoing local government reorganisation process. A Structural Reorganisation Order is anticipated in October 2026. It was also noted that there is a limited timeframe for key decision-making ahead of the proposed reorganisation, with significant deadlines expected during June and July.

26/27-31- **Discuss and decide on details on Full Councils participation at the BVFD –** *AM*

A stall will be held at the event, featuring a Pick a Stick activity alongside a “Fenstanton Cake” competition. It was suggested that up to three local bakers could create cakes using ingredients or themes unique to Fenstanton, with attendees invited to take part in a taste test and vote for their favourite. A working group was proposed to help coordinate the stall activities. A budget of £100 was proposed and approved to cover stall supplies, cake ingredients, and prizes. Although AGE UK will not be attending, their leaflets will be distributed, and it was also suggested that a Dementia

support group be invited to share the council's stall.
Cllr M Hewitt Proposed a budget up to £100 for prizes ingredients etc**. Cllr T Yates 2nd.**
All in favour. RESOLVED budget up to £100.

26/27-32- **Agree on moving the June meeting to June 18th .**
Cllr M Hewitt proposed that Junes Full PC meeting is moved to 18th June. **Cllr K Mitchell 2nd.**
ALL in favour. RESOLVED June meeting moved to 18th.

26/27-33- **Council to discuss the report findings regarding VAT and procedures.** *-SB*
Cllr R McGee read a statement highlighting errors in the report.
Meeting Paused 20.24
Meeting restarted 20.35
Cllr M Hewitt Proposed this item is deferred to an Extraordinary meeting to allow time to seek clarification from Parkinsons. **Cllr A Mustill 2nd. 2 against 7 for. RESOLVED to defer to an Extraordinary meeting following clarification.**

26/27-34- **Council to agree the contract for new village hall office .**
Cllr M Hewitt Proposed this item is deferred to Junes Full meeting. **Cllr A Janocka 2nd. All in favour. RESOLVED deferred to June's meeting.**

26/27-35- **Approval of suggested company for confidential waste disposal.**
Cllr A Janocka Proposed a one-off confidential waste disposal is arranged, and the PC purchase a confidential waste shredder. **Cllr T Yates 2nd. ALL in Favour, RESOLVED to arrange a one off shredding and purchase a shredder.**

26/27-36- **Decide on Location for Connections bus during summer term. -***SB*
Cllr M Hewitt Proposed the Connections bus remains on the school playground for the summer term and revisit for the autumn term and once the Village Hall has opened. **Cllr M Collison 2nd.**
All in favour. RESOLVED for Connections bus to remain at the school for summer term.

26/27-37- **Council to discuss and decide implementing a live list of works and items to be completed -**SB
Cllr M Hewitt Proposed a Live list of jobs is implemented. **Cllr K Mitchell 2nd. All in favour. RESOLVED To implement a list of works.**

26/27-38- **Review current finance and budgets.** *SB*
Cllr K Mitchell Proposed defer to next Finance and Constitution meeting. **Cllr H Howatt 2nd.**
All in favour. RESOLVED defer to next Finance and Constitution meeting.

26/27-39- **Bank Balances to date and approve bank reconciliation -April.***-SB*
Cllr M Hewitt signed the statements and bank reconciliation.

26/27-40 **Payment Schedule – approve April invoices.**
Cllr M Hewitt Proposed all payments are made, Cllr T Yates noted that item 11 Clock tower repairs has a 10-year guarantee. **Cllr R McGee 2nd. All in favour. RESOLVED all payments are made**

Ref	Payee	Description	Net	Admin/ Materials	Vat	Total	Method
1	Argenta inv 1231	Tree survey	987.01		197.40	1,184.41	BACS
2	Chris Burns Handyman INV01026	30.3-01.05 keys for clocktower	1000.00	40.00		1,040.00	BACS
3	CCC inv 423006188394	Install Cambridge road footway	80,000			80,000	BACS
4	CAPALC inv 6022	VAT Partial exemption training	35.00			35.00	BACS
5	CAPALC inv 6032	Finance for Councillor training	35.00			35.00	BACS
6	Eon inv 0006	Clock tower electricity	26.04		1.30	27.34	BACS
7	Fenstanton Church centre inv 1203	Welcome space	275.00		55.00	330.00	BACS
8	Fenstanton Church centre inv 1202	Meeting room hire	46.88		9.38	56.26	BACS
9	Fenstanton Church centre inv 1204	Welcome space -Thurs lunch club	30.00		6.00		BACS

10	HDC inv 70108786	Welcome space exercise class	129.00			129.00	BACS
11	James Building and roofing inv 00/659	Clock tower repairs	3150.00		630.00	3780.00	BACS
12	K & M lighting inv 10013	Replace bulb in cemetery light	80.00		16.00	96.00	BACS
13	Kalpana inv 0179951	Fortnightly clean	18.00			18.00	BACS
14	Kalpana inv 0179954	Fortnightly clean	18.00			18.00	BACS
15	KTS inv 260116	Repair Ali email PDF printing, PAYE HMRC software Clerk	56.25		11.25	67.50	BACS
16	KTS inv 260052	Online back up 365 std, ESET and 365 online exchange plan	86.06		17.21	103.27	BACS
17	KTS inv 260155	Online exchange plan as agreed	86.06		17.21	103.27	BACS
18	Naturespace inv CAM	Grass cut w/c 6 & 20 4.2026	1,700.00		340.00	2040.00	BACS
19	NPower inv 15222809	Street lighting power	1,470.31		73.52	1543.83	BACS
20	Parish Council websites inv 4430	Domain renewal	15.00		3.00	18.00	BACS
21	Parish Online inv -0007	Annual mapping software	152.00		30.40	182.40	BACS
22	Print Plus inv 5006	5x order books	137.00		27.40	164.40	BACS
23	RDS heating inv 7875	Cemetery tap	85.00		17.00	102.00	BACS
24	Riverport scaffolding inv 0167	Clock tower repairs	1,900.00		380.00	2,280.00	BACS
25	Staff costs	Salaries, expenses, pension, PAYE and NI	5,451.41			5,451.41	BACS
26	Viking Inv 4410686945	Office essentials including ink , files dividers etc.	145.07		29.02	174.09	BACS

	Standing Orders and Direct Debits						
27	Places for people	Garage Rental -	63.57		12.71	76.28	DD
28	Tim Brain	Office rental -	199.00		-	199.00	SO
29	O2	Clerk Mobile	12.96		2.59	15.55	DD
30	Lloyds Bank	Charges ac 5169	4.25			4.25	DD
31	E-on inv -0007	Clock tower	24.13		1.21	25.34	DD
32	E-on inv 0006	Clock tower	26.04		1.30	27..34	DD
33	Ecotricity inv 08495791	Hub Electricity	58.00		2.90	60.90	DD
34	Ecotricity inv 08703769	Hub electricity	64.49		3.22	67.71	DD
35	Ecotricity inv 08357761	MUGA electricity	14.25		0.71	14.96	DD

26/27-41 **Payments received.**

SLCC -refund £370.20

Welcome space £14.89

26/27-42 **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.

Add to agenda update on Committees and Saturday surgeries, Keeping records of Councillor training , refresher training for all Councillors.

Meeting Closed 21.15

Signed M Hewitt (Chair) ……