

Minutes of the Annual meeting of Fen Ditton Parish Council held on Tuesday, 7<sup>th</sup> May, 2019 at 7.30 p.m. in the Recreation ground Pavilion.

**Present:** Cllrs. E. Bush; S. Collett; M. Easterfield; V. Farrar (Chairman); C. Jones; L. Suess

**In attendance:** Cty. Cllr. A Bradnam; Dist. Cllrs. Cone and Daunton; on member of the public; the clerk.

**2019/1 To elect a chairman**

It was agreed that Vince Farrar be elected as chairman

**2019/2 To receive apologies**

Cllrs. F. Bennée; G. Devine.

**2019/3 To elect a vice-chairman**

It was agreed that Charles Jones be elected as vice chairman

**2019/4 To appoint councillors/representatives to the following responsibilities and appointments:**

- i. Cemetery – it was agreed that Cllr Easterfield be appointed as responsible for administration of the cemetery. It was noted that with the resignation of Cllr Conroy that there is no representative to manage the contractors. The clerk agreed to circulate the schedule of grass cutting in the village and the specification of the contract in order that all councillors were aware of when the contractors should be in the village and the areas which they should be maintaining in order that they could report any issues to the clerk for attention.
- ii. Conservation – not filled
- iii. Crime and Welfare – it was agreed that Cllr. Collett be appointed as responsible for welfare matters and that Cllr. Farrar be appointed as responsible for crime matters.
- iv. Finance – it was agreed that Cllrs. Bennée and Jones be appointed as having responsibility for finances
- v. Highways and Transport – it was agreed that Cllrs. Devine and Farrar be appointed as having responsibility for highways and transport matters
- vi. Website – it was agreed that Cllr. Bush be appointed as to responsibility for social media and that Cllrs. Farrar and Suess be appointed as to responsibility for the web site
- vii. Newsletter – it was agreed that Cllr Suess be appointed as to responsibility for the newsletter.
- viii. Planning – it was agreed that Cllr Easterfield be appointed as to lead responsibility for planning.
- ix. Strategic planning – it was agreed that Cllr Jones be appointed as to lead responsibility for strategic planning
- x. Marshalls Consultative Committee – it was agreed that Cllr Easterfield be appointed as representative of the Council.
- xi. Church Hall committee liaison – it was agreed this role was no longer necessary
- xii. Tree warden – it was agreed Jennie Conroy's offer to remain in post should be accepted.
- xiii. Elizabeth March Foundation – it was agreed that Cllr Jones continue in the role and the appointment of Rev. Alun Ford be clarified as to whether it was a Council appointment.
- xiv. Quy Fen Trust – following the resignation of Eve Daniels an appointment was needed. As the role has to be an appointment made by the Council the appointed person does not have to be a councillor. It was agreed that the vacancy should be put to the Annual Parish Meeting.
- xv. Responsible Financial Officer – it was agreed that the clerk be the responsible financial officer
- xvi. School liaison officer – it was agreed that Cllr. Bennée be appointed as representative for the Council

- xvii. Closed churchyard – it was agreed that Cllr Jones be appointed as to responsibility for the closed churchyard and that Jennie Conroy be asked to work alongside him in the role.

**2019/5 Open forum for members of the public**

A member of the public raised the issue of pennywort and stagnant water in a drain alongside Ditton Meadow. It was pointed out that this matter would be an agenda item in June

**2019/6 To approve the Minutes of the meeting held on 2<sup>nd</sup> April, 2019**

It was agreed that the Minutes of the meeting held on 2<sup>nd</sup> April be approved and signed.

**2019/7 To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary interests in relation to any items on the agenda**

Cllr Easterfield declared an interest in S/1551/19/DC

**Clerk's report and matters arising from the Minutes**

**2019/8\***

- i. Cemetery extension – no updates
- ii. Speed reducing gate on High Ditch Road – the county council officer had been reminded of the outstanding order
- iii. Floating pennywort removal – the floating pennywort in the ditches adjacent to the land at the end of High Street had been removed by volunteers organised by Cam Valley Forum.

**2019/9 To approve payments made during the month and accounts for payment:**

The following amounts were approved for payment:

	Cheq. No	Amnt
British Telecommunications	DD	32.98
Hayden Woodruff – bus shelter	101601	15.00
Mark Sturmeay - churchyard	101602	210.00
CGM – mowing recreation ground	101603	164.03
St Ives Quickprint Ltd – Spring newsletter	101604	146.00
Heelis & Lodge – internal audit	101605	180.00
Sarah Smart – April salary	101606	544.27

**2019/10 To note money received**

SCDC – precept: £13000 - Noted

**2019/11 To receive report from County Councillor**

Cllr Bradnam reported on the proposed meeting with parish council regarding the new school at WING and the existing school at Fen Ditton, Cllr Bradnam was asked to forward the information in the travel to work survey to the parish council, Cllr Bradnam suggested that a question about transport be submitted to the next Waterbeach Forum, Cllr Bradnam agreed to investigate the issues as to why the speed reducing gates in High Ditch Road had not been replaced.

**2019/12 To receive report from District Councillors**

Cllr Cone reported on the Community Chest scheme which is open to applications from community groups, the application forms being on SCDC website, the securing of a £90,000 by the Combined Authorities to help veterans at risk of homelessness the SCDC gardening competition for council tenants, the green energy grants available from SCDC Cllr Daunton reported on the the free fitness MOT available to help older people keep doing the things they enjoy that women earn more than men working for SCDC the Greater Cambridge Local Plan

the green energy grants,  
the continued noise issues affecting residents in Fen Ditton which are being monitored by enforcement officers,  
the litter problems in the car park on Ditton Lane which have now been resolved by return of regular litter collections  
Cllr Daunton agreed to investigate if any of the green belt sites around Fen Ditton had been put forward for consideration in the next Local Plan.

**2019/13 To consider following planning applications and tree works applications**

S/1551/19/DC	5 High Street	Discharge of condition 3 (Details of all windows and doors), 4(External materials-roof tiles, bricks), 5 (sample panel) and 6 (rainwater goods) pursuant to listed building consent S/1277/18/LB Noted
S/0909/9/FL	127 Ditton Lane	Two storey rear extension, redevelopment of front door canopy and internal alterations Whilst agreeing in principle to the plans, object to the white rendering on the side and front as it is not in keeping with the row of houses of which 127 Ditton Lane is part
S/0559/OL	Waterbeach Barracks and airfield site	Outline application for up to 6500 dwellings, business, retail, community, leisure and sports uses, a hotel, new primary and secondary schools, green open spaces inc. parks, ecological areas and woodlands, principal new accesses from the A10 and other points of access, associated infrastructure, groundworks and demolition, with all matters reserved except for the first primary junction from the A10. It was agreed that Cllr Jones be delegated to formulate and submit a response.
S/2075/18/OL	Land adj to Waterbeach Barracks and airfield site	Outline application (with all matters reserved) for up to 4500 dwellings, business, retail, community, leisure and sports uses, new primary and secondary schools and sixth form centre, public open spaces inc.parks and ecological area, points of access, associated drainage and other infrastructure, groundworks, landscaping and highway works. It was agreed that Cllr Jones be delegated to formulate and submit a response.
S/1096/19/RM	Land north of Newmarket Road	Reserved matters application detailing access, appearance, landscaping, layout and scale for the creation of 239 homes and non-residential floorspace inc. Market Square, internal roads, landscaping and associated works as part of Phase 1a of the Wing masterplan pursuant to conditions 5 (reserved matters of OL planning permission S/2682/13/OL.

S/1231/18/OL	Land north of Cherry Hinton Coldhams Lane	<p>It was agreed that it should be noted that the Council are disappointed that the distribution of social houses conflicts with the original commitment.</p> <p>OL planning application (all matters reserved except for means of access I respect of junction arrangements onto Coldhams Lane, Cherry Hinton Road and Airport Way) for a max. of 1200 residential dwellings (inc. retirement living facility (within class C2/C3) a local centre comprising uses within use class A1/A2/A3/A4/A5/B1a/D1/D2, primary and secondary schools, community facilities, open spaces, allotments, landscaping and associated infrastructure.</p> <p>No comment</p>
<b>2019/14</b>	<b><u>Planning application responses from SCDC</u></b>	
	S/0363/19/FL      52 High Street	Proposed front and side extension
<b>2019/15</b>	<b><u>To receive end of year financial information</u></b>	
	<ul style="list-style-type: none"> <li>i. Final quarter and end of year expenditure and income The quarterly/end of year figures were reviewed and approved.</li> <li>ii. To receive and approve bank reconciliation to 31<sup>st</sup> March, 2019 It was agreed that Cllr Jones would verify the bank reconciliation</li> </ul>	
<b>2019/16</b>	<b><u>To approve Annual Return for 2018/2019</u></b>	
	<ul style="list-style-type: none"> <li>i. Annual Governance Statement Councillors had received and noted the accounting governance statement for 2018/19 and acknowledged their responsibilities for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements and confirmed, to the best of their knowledge and belief the assertions of the Accounting Governance Statement. It was agreed that the Governance Statement should be signed as required.</li> <li>ii. Accounting Statement The Accounting Statement 2018/19 had been circulated and was noted at the meeting. It was agreed that the Statement should be signed as required.</li> </ul>	
<b>2019/17</b>	<b><u>To receive Internal Auditor's report</u></b>	
	The internal auditor's report had been circulated the contents of which were noted by councillors. It was recognised that all matters examined, with exception of the need to adopt and publish a Privacy Policy, were found to be in order and that supporting paperwork is in place and well referenced.	
<b>2019/18</b>	<b><u>To adopt a Privacy Policy</u></b>	
	It was agreed that the draft Privacy Policy be adopted and added to the web site in accordance with the internal auditor's report	
<b>2019/19</b>	<b><u>To review and approve design for LHI scheme</u></b>	
	The draft scheme was reviewed. It was agreed that the county council officer should be asked for justification of the 10m extension on the southern of the junction and it should be noted that the Council would prefer that this proposed stretch of double yellow lines was not implemented.	
<b>2019/20</b>	<b><u>To review matters relating to grass cutting regime in cemetery</u></b>	
	The complaints received by the council and the report in the press regarding the grass cutting in the cemetery were noted. It was further noted that grass cutting had not started as per schedule	

and that the specification had not been applied. It was agreed that the clerk would contact the contractors

**2019/21 To receive correspondence**

CCC – withdrawal of services for managing street light energy for district and parish council and ways forward.

**2019/22 To accept notices and matters for the next agenda**

None

Chairman ..... Date .....

DRAFT