

Minutes of the annual meeting of Fen Ditton Parish Council held on Tuesday, 4th May, 2021 as a virtual meeting

Present: Cllrs. Dangerfield; Devine; Easterfield; Farrar(Chairman); Jones; Suess

In attendance: Cnty Cllr Bradnam; Dist.Cllr Daunton; the clerk, one member of the public

1/1 To elect a chairman

Proposed by Cllr Jones, seconded by Cllr Easterfield and agreed that Cllr Farrar continue as Chairman. Cllr Farrar informed the Council that this would be his final year as chairman. The clerk advised that anyone considering becoming chairman could attend CAPALC training on being a chairman

2/2 To receive apologies

Cllr Collett; Dist.Cllr Cone

3/3 To elect a vice-chairman

Proposed by Cllr Suess, seconded by Cllr Easterfield and agreed that Cllr Jones continue as Vice Chairman.

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

- i. Cemetery – it was agreed that Mark Easterfield be appointed as responsible for the cemetery
- ii. Conservation- it was agreed that Carla Farrar be appointed as representative for the Council
- iii. Crime and Welfare – it was agreed that Vince Farrar be appointed as representative for crime and welfare matters
- iv. Finance – it was agreed that Eva Dangerfield and Charles Jones be appointed to responsibility for finance matters
- v. Highways and Transport – it was agreed that George Devine and Vince Farrar be appointed to responsibility for highways and transport matters.
- vi. Website – it was agreed that Vince Farrar and Laurice Suess be appointed with responsibilities for the website
- vii. Social media – it was agreed that once the information for the Facebook had been retrieved from Emily Bush that Eva Dangerfield would take responsibility for establishing if the Facebook page be continued.
- viii. Newsletter – it was agreed that Laurice Suess be appointed with responsibilities for the newsletter.
- ix. Planning – it was agreed that Mark Easterfield be responsible for planning matters.
- x. Strategic planning – it was agreed that Charles Jones be appointed with responsibilities for strategic planning matters
- xi. Marshalls Consultative Committee – it was agreed that Mark Easterfield be the council's representative on the committee
- xii. Tree warden – it was agreed that Carla Farrar be appointed as representative for the council. It was further agreed that the council roles of conservation and tree warden should remain separate
- xiii. Elizabeth March Foundation – it was agreed that even though Emily Bush had resigned as a councillor she would be asked to continue in her role as council representative on the Elizabeth March Foundation if she so wished.
- xiv. Quy Fen Trust – it was noted that Eva Dangerfield is the Council's representative on Quy Fen Trust
- xv. Responsible Financial Officer – the clerk was appointed as the responsible financial officer

xvi. School liaison officer – it was agreed that Serga Collett be asked to continue as school liaison officer if she wished to do so.

5/5 Open forum for members of the public

No comments were raised by members of the public

6/6 To approve the Minutes of the meeting held on 6th April, 2021

The minutes of the meeting held on 6th April, 2021 were approved.

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

No declarations of interest for matters on the agenda were made by councillors

8/8* Clerk's report and matters arising from the Minutes

- i. Replacement trees – no information
- ii. Entrance gate on High Ditch Road – no information
- iii. In person meetings will take place in the church from the June monthly meeting.

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

The following amounts were approved for payment

	Cheq. No	Amnt
British Telecommunications	DD	39.76
Haven Power – street lights	DD	16.97
Hayden Woodruff – bus shelter	101774	15.00
Buchans – verges, churchyard, cemetery, recreation ground,	101775	752.84
St Ives Quickprint Ltd - newsletters	101776	148.00
Royal Mail – survey	101777	0.62
HM Revenue & Customs	101778	117.40
Sarah Smart – April salary	101779	470.43

10/10 To note money received

SCDC – precept: £16403

11/11 To receive report from County Councillor

Cllr Bradnam reported:

that Anglian Water would be addressing the bank slippage on Green End following the repair works done

that the route under the millennium bridge is now accessible. Cllr Bradnam agreed to report the concerns of the position of a post on the Fen Ditton side which is not visible to cyclists from Cambridge and is a hazard.

concerns of water levels

need to remonstrate with Cam Conservators for leaving fallen wood in ditches.

12/12 To receive report from District Councillors

Cllr Daunton reported:

on the five year housing land supply as being jointly with Greater Cambridge 6.1years for the five years, 2021-2026.

Marleigh – the planning case officer has requested a further meeting withn Hills and Marshalls regarding the complaints received relating to the felling of trees along the cycle path;

on covid safety and hospitality venue shelters and marquees which can be roofed but need to have at least 50%of the area of their walls open at all times.

covid test and trace arrangements, pharmacy collect and updates from MHCLG

Cllr Cone's report had been circulated to councillors. It included reports on:

support for local business adapting for secure measures for covid

Cambridgeshire Communities encouraged to contact Greater Cambridge Partnership and the County Council to register an expression of interest in temporarily closing their roads to traffic to allow children to play safely near their homes.

- 13/13** To consider following planning applications and tree works applications
- | | | |
|--------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21/01007/FUL | Greenhouse Farm,
Newmarket Road | Material change of use from dwellinghouse to children's charity office and counselling centre with no operational development
Approve but request that the District Council planning officers and the applicant work to address any traffic and cycling implications of the access to the site. |
|--------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- 14/14** Planning application responses from SCDC:
Refused:
- | | | |
|-----------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21/00515/CL2PD | 6 Green End | Certificate of lawfulness under S192 for a loft conversion including rear a facing dormer and rooflights |
| 21/00567/FUL | Land at 12 Horningsea Road | Demolition of existing conservatory and garage and the erection of 3 no three bedroom dwellings together with new access onto Horningsea Road |
| 21/01046/PRI01A | 36 Green End | Removal of existing roof structure and the construction of a first floor extension and modification of the roof to include gables to front elevation |
- 15/15** To receive end of year financial information
- i. Final quarter and end of year expenditure and income
The spreadsheets of income and expenditure had been circulate and were noted.
 - ii. To receive and approve bank reconciliation to 31st March, 2021
The bank reconciliation had been circulated along with bank statements. Cllr Jones agreed to review the documents and return to the clerk.
- 2021/16** To approve Annual Return for 2020/2021
- i. Annual Governance Statement
The Annual Governance Statement, having being circulated, was reviewed, completed and signed accordingly.
 - ii. Accounting Statement
The Annual Governance Statement, having being circulated, was reviewed and signed accordingly.
- 17/17** To receive progress report on project to repair cemetery wall
It was reported that planning permission and a diocesan faculty will be needed for the repairs of the wall.
- 18/18** To consider and approve as appropriate the tree planting scheme for Green End. High Street, Ditton Lane, High Ditch Road, Wrights Close. Musgrave Way, the recreation ground and the cemetery
It was noted that the planting in Wrights Close, Musgrave Way and the car park on Ditton Lane is a South Cambridgeshire initiative. The Council welcomed this initiative.
The Council agreed in principle the planting schemes for Green End, High Street, Ditton Lane, High Ditch Road and the children's play area. It was agreed that before this could be taken further there would be consultation with residents and in particular letters delivered to all residents directly affected by the planting. An application to plant on county verges would be submitted as required.
It was further agreed that a mixed height hedge with occasional trees be planted along the cemetery railings, that the gaps along the Stanbury Close boundary with the cemetery are planted with small trees and the native hedging is re-established by removing the brambles and allowed

to increase in height and that the two hedgerows on the recreation ground, the one from the cemetery along the eastern boundary and the one from the play area should be joined up incorporating the self sown trees/bushes along the boundary from the play area.

19/19 To consider and approve as appropriate options and quotations for repair of handrails from recreation ground to Green End

Quotes had been received for various options for the repair of the handrails. Consideration was given to the use of timber effect recycled plastic or timber and to the replacement of the handrails on both side or on one side. It was agreed that the hand rail on the west side of the route from the recreation ground to Green End would be replaced with timber handrails at a cost of £814. It was noted that the expense would be taken from the pavilion and recreation ground allocated reserve.

20/20 To consider proposed street names for development off Newmarket Road

The street names of Cessna Way, Wilkenson Lane, Willow Court and Walnut as proposed by the developers of land off Newmarket Road and proposed as alternative names were noted by the Council. The name of Walnut would be queried as to whether this would be Walnut Court.

21/21 To authorise and arrange:

- i. Litter pick – it was noted and agreed that Cllr Devine would be arranging a litter pick on 29/30th May or 5/6th June as part of the National Spring Clean. It was agreed that the clerk would circulate notification to all e-mail addresses kept by the council

22/22 To authorise working party and expenditure for refurbishment of telephone box

It was agreed that a working party led by Cllr Devine and Easterfield and volunteers would refurbish the telephone box. The expense for refurbishment including painting is expected to be no more than £250. Shelves have been donated for installation in order that the structure can be used as a book exchange. The Council have previously agreed that a defibrillator be installed – funding is to be applied for this.

23/23 To agree working party for working with architect for redevelopment of pavilion

It was agreed that Cllrs Dangerfield, Devine and Farrar form the working party along with Simon Gusterson, an interested resident, to work with Chris Senior of PiP architects on the pavilion redevelopment. An initial meeting is to take place before the end of May.

24/24 To receive correspondence

None

25/25 To accept notices and matters for the next agenda

None

The meeting ended at 9.45p.m.

Chairman Date