

Fen Ditton Parish Council
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Parish clerk: Mrs Sarah Smart, Barton Ley, Bannold Drove, Waterbeach, Cambridge, CB25 9QQ

All members of the Council are summoned to attend the Annual Meeting of Fen Ditton Parish Council on Tuesday, 7th May, 2024 at 7.30 p.m. **The Office, Marleigh** for the purposes of considering and resolving the business to be transacted at the meeting as set out in the agenda below.

Members of the public are invited to address the meeting between 7.30 p.m. and 7.45 p.m.

Sarah Smart
Clerk

A G E N D A

LGA 1972 s12 10(2)(b) states that business must be specified on the agenda; therefore the Council cannot lawfully agree any matter that is not on the agenda. * indicates an agenda item for reporting only

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| 1/19 | To elect a chairman |
| 2/20 | To receive apologies |
| 3/21 | To elect a vice-chairman |
| 4/22 | To appoint councillors/representatives to the following responsibilities and appointments: <ul style="list-style-type: none">i. Cemeteryii. Crime and Welfareiii. Financeiv. Highways and Transportv. Websitevi. Newslettervii. Planningviii. Strategic planningix. Marshalls Consultative Committeex. Quy Fen Trustxi. Responsible Financial Officerxii. School liaison officer |
| 5/23 | Open forum for members of the public |
| 6/24 | To approve the Minutes of the meeting held on 2 nd April, 2024 |
| 7/25 | To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary interests in relation to any items on the agenda |
| 8/26 | To receive reports from and questions to: <ul style="list-style-type: none">i. County Councillor/sii. District Councillors |
| 9/27* | Clerk's report and matters arising from the Minutes: <ul style="list-style-type: none">i. Planning application 20/02569/COND5 – Response (see min. 2024/9) - the updated drawings with additional dip tank provision, taking on board our previous comments are welcomed Request previous comments(min.2023/206) with regard to parking provision being managed solely for the allotments, and request for the naming of the |

allotments considered as part of the determination of this application. The Council recommend that the following points are included in the setting out of the allotments:
Fencing - The rabbit proof fencing must be upgraded to be able to counter muntjac jumping over. This is extremely desirable in this area.

Car parking - It should not be necessary to restrict all parking spaces to be marked for disabled access. Some users will want to arrive sometimes with families and some with tools and kit for use or produce to take away so they may need to drive in some of the time.

Space provision where a skip can be dropped off or a truckload dumped so users can share a load of Amey Crespa soil conditioner from Waterbeach.

A smallish area for dropping off and storing woodchip for holders to help themselves will also be useful. Local tree surgeons may source it and it is very useful in no-dig or around raised beds

Spine access (shown as breedon gravel path) track should be wide enough for a Madingly Mulch or similar flatbed with 1/2 or 1m3 bags of garden materials to be delivered to individual plots. This may mean having a turning circle at the far end for cars or a flatbed unless the idea is the gates the eastern end can be opened by arrangement.

Bin store near the shed for blue and black bins.

Toilet accessible from the outside. It may not need a full foul drain connection if a composting or septic tank is used

ii. Groundscare

10/28 To approve payments made during the month and accounts for payment and note payments made:

Hayden Woodruff – bus shelter	15.00
Buchans – verges, churchyard, cemetery, recreation ground, SCDC – council tax-office – 02 & 03.2023; 2023/24; 2024/25	8836.33
AJGIBL GBP Client NST account - insurance	1769.30
Fire & Safety Solutions Ltd. – Marleigh office	51.18
Benedict Hudson – Stanbury Close boundary hedge	700.00
MC Garden Maintenance – cricket outfield	234.00
Heelis & Lodge – internal audit	290.00
HM Revenue & Customs	105.80
Sarah Smart – April salary; BT – 20.55	594.21

11/29 To note money received

.SCDC - - £42276 – half of precept; cemetery fees - £640

12/30 To consider following planning applications and tree works applications

13/31 To receive end of year financial information

i. Final quarter and end of year expenditure and income –2023/2024

ii. To receive and approve bank reconciliation to 31st March, 2024

14/32 To approve Annual Return for 2023/2024

i. Annual Governance Statement

ii. Accounting Statement

15/33 To review insurances

16/34 To receive the Internal Auditor's report

17/35 Notice of Public Rights to inspect unaudited accounts for 2023/24

i. To note dates

ii. To make arrangements for above to be facilitated

16/36 Pavilion:

i. To receive update on pavilion redevelopment

ii. To consider actions to be taken following receipt of report from Quantity Surveyor.

- 17/37 To consider application for co-option
- 18/38 To appoint nominated trustees to Townlands Trust following end of term of Laurie Woolfenden and Jenny Dawson
- 19/39 Litter bins at Marleigh:
- i. To agree to purchase bins for locating at Marleigh
 - ii. To propose number and type and proposed siting of bin/s for review by the Land Trust
- 20/40 Zero Carbon Communities Grant:
- i. To consider whether to submit an application to the Zero Carbon Communities Grant
 - ii. If agreed to submit to agree the subject of the application and the application process.
- 21/41 To receive correspondence
- 22/42 To accept notices and matters for the next agenda
- It should be noted that no decisions can lawfully be made under this item. LGA 1972 s12 10(2)(b) states that business must be specified, therefore the Council cannot lawfully agree any matter that is not on the agenda.
- 23/43 To exclude the public from the meeting because of the confidential nature of the business to be discussed.
- It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw
- 24/44 Grounds care:
- To consider tenders and agree way forward

The next meeting of the Council will be held on Tuesday, 4th June, 2024 at 7.30p.m. at the Pavilion