

Fen Ditton Parish Council
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All members of the Council are summoned to attend the Monthly Meeting of Fen Ditton Parish Council on Tuesday, 03rd December 2024 at 7.00 p.m. **Marleigh Parish Office** 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 7.00 p.m. and 7.15 p.m.

Indira Hui Raha
PC & RFO
1st Floor, The Hanger Building,
Jubilee Sq, Valiant Lane,
CB5 8BX

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

- 2024/72 To receive apologies
- 2024/73 Open forum for members of the public
- 2024/74 To approve the Minutes of the meeting held on November 6th, 2024
- 2024/75 To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary interests in relation to any items on the agenda
- 2024/76 To receive reports from and questions to:
1. County Councillor/s
 2. District Councillors
- 2024/77 Clerk's report and matters arising from the Minutes.
Update on Bank Reconciliation in new accounting system.
Update on Unity Bank account mandate status.
Update on Grass Cutting.
Update on Cemetery.

Update on VAT Return.

Update on Budget.

Update on Solar Farm.

Update on 3 Green End – Waiting for the legal advice.

IT Infrastructure update.

Progress Report Roads and pavements surfaces Church Street.

Update on Marleigh Resident Association Group.
- 2024/78 To approve payments made during the month and accounts for payment and note payments made:
- | | | |
|--|------------------------|----------|
| Clerk Salary | Nov 2024 | £1254.32 |
| NEST Pension | Nov 2024- Direct Debit | £75.69 |
| MC Garden Maintenance (Remaining half) | Sep 2024 | £591.00 |
| Transferred to Equal's Money Card | | £1500.00 |
| Transferred to Equal's Money Card | | £200.00 |
| CAPALC Locum Clerk Services | Sep & Oct 24 | £244.53 |
| SCRIBE | Monthly- Direct Debit | £67.20 |
| Hayden Woodruff | Cleaning Bus shelter | TBA |
| Red Shoes | Payroll | TBA |
| Cleanliness | Office Cleaning | £99.00 |
| Cleanliness (Sink blockage in the Recreation ground) | Plumbing | £45.00 |
| PKF LittleJohn LLP | Audit | £378.00 |
| SSE | | £86.63 |

	HMRC	PayE	£89.92
	To approve payments made during the month from Equal's money pre-loaded card:-		
	The PIHUT (Chair) Two Raspberry Pi5's	25/10/24	£73.50
	SOLWISE(Chair) Wireless Router/VPN	28/10/24	£139.92
	Amazon(Chair) Din Rail parts	31/10/24	£15.09
	Amazon (Chair) M.2 Server Memory	31/10/24	£69.98
	IONOS CLOUD LTD(Chair) Remove Server monthly fee	04/11/24	£2.40
	Amazon Printer Cartridges (Returned)	06/11/24	£31.97
	CO-OP (Chair) Office Supplies	06/11/24	£0.95
	Amazon (Chair) IT Equipment inc Projector (Returned)	07/11/24	£239.99
	Amazon (Chair) Two Keyboards (Returned)	07/11/24	£62.52
	APPLE.COM (Chair) Two M4 Mac Mini's	08/11/24	£1198.00
	Amazon (Chair) IT Equipment	08/11/24	£24.83
	Amazon (Chair) UPS power Unit	09/11/24	£45.86
	Amazon (Chair) Two Server Power units	09/11/24	£70.00
	Amazon (Chair) IT Equipment in CCTV	09/11/24	£174.50
	Amazon (Chair) IT Equipment	10/11/24	£8.31
	Amazon (Chair) IT Equipment	10/11/24	£11.99
	ASDA STORE (Chair) Office phone monthly calls	15/11/24	£4.00
	Amazon (Chair) Wireless Keyboard	17/11/24	£51.51
	Amazon Printer Cartridges	25/11/24	£42.35
	Co-Op (Clerk)	20/11/24	£0.85
	To note refund received on Equal's money card :-		
	Items returned to Amazon	17/11/24	£120.61
	Items returned to Amazon	17/11/24	£62.52
2024/79	To note money received – None		
2024/80	To consider following planning applications and tree works applications		
	For info only		
	20/02569/COND5A	Land North Of Newmarket Road Fen Ditton Cambridge South Cambridgeshire CB5 8AA	Submission of details required by partial discharge of condition 5 (Allotments Provision) of reserved matters application 20/02569/REM *Web Link* https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/02569/COND5A
	24/1341/TTCA	10 High Street Fen Ditton Cambridgeshire CB5 8ST	FIVE DAY NOTICE: Pine tree - Remove *Web Link* https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/1341/TTCA
	24/04161/CLUED	24 High Ditch Road Fen Ditton Cambridgeshire	Certificate of lawfulness under S191 for use of land and building as residential garden, vehicle parking and storage ancillary to dwellinghouse. https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/04161/CLUED
	24/04408/FUL	Land South Of Low Fen Drove Way Fen Ditton	Retention of 7 No. boreholes for a further 12 months (until 31 December 2025) https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/04408/FUL
2024/81	Proposal to install a dog bin somewhere between lay-by the BP garage, Quay Waters Newmarket Road.		
2024/82	Propose to approve grant application of £50 from Fen Ditton gardening club for maintenance and planting around the War Memorial in 2024.		
2024/83	Propose to spend £200 more on high quality projector.		
2024/84	Propose to contribute on Christmas celebration hosted by Land Trust for the community on 6/12/24.		
2024/85	Proposing quarterly checklist for finances. VAT Refund/Bank Rec/Internal Audit/Website publish. Councillors are advised to authorise payments/expenses only after proper submission of invoices/receipts.		

- 2024/86 Propose to remove Hornbeam from outside 29 High Street as it will get very large and replace with original approved planting plan and intention of small trees. Quince, Medlar, winter Cherry and Hawthorne.
- 2024/87 Propose to initiate research to redesign and installation of new play equipment in play area.
- 2024/88 Proposal to maintenance and repair of notice board, I propose they are inspected yearly and given a sand and stain needed.
- 2024/89 Proposal to clear High street extension Church wall internal clear all vegetation and remove one tree and permanent method of killing the roots, also obtain a faculty from the church.
- 2024/96 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.

The next meeting of the Council will be held on 7th January 2025.

Appendix – 1

IT Infrastructure Update.

The Nextcloud private cloud Enterprise collaboration platform is now fully operational, allowing Councillors access to all council files, task schedules, calendars, email, proposed items for agendas and action plans, links to online accounting, banking etc. Separate calendar for pavilion bookings. Any Councillors can have access via a VPN to their home PC, just ask. Instructions manuals are available online.

A separate private online file store is also almost full operational, just one backup drive to be added, to make a third backup. One backup is in house the second is now at a remote server in London. This server also provides the VPN remote access to the system.

Two new office PC's also installed, one is available to guests and Councillors for ad-hoc use. The Clerk's PC is now automatically backed up every hour.

Final items to complete the project are the power units and wall case, which are in the post (from China). The office CCTV is now working, recording is triggered by movement, sound is also recorded. Recordings are automatically deleted after 30 days. Notice signs to be installed asap.