

Fen Ditton Parish Council

www.fenditton-pc.gov.uk

e.mail: clerk@fenditton-pc.gov.uk

Tel: 07442 768348

All members of the Council are summoned to attend the Monthly Meeting of Fen Ditton Parish Council on Tuesday, 4th March 2025 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.

BWhitehouse
Beckie Whitehouse
Interim Clerk
1st Floor, The Hanger Building,
2 Jubilee Sq, Cambridge CB5 8UW

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

2025/39	To receive apologies																																														
2025/40	Open forum for members of the public																																														
2025/41	To approve the Minutes of the meeting held on 11 th February 2025 & 6 th Nov 2024.																																														
2025/42	To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary interests in relation to any items on the agenda																																														
2025/43	To receive reports from and questions to: 1. County Councillor/s 2. District Councillors																																														
2025/44	Clerk's report and matters arising from the Minutes. Update on VAT Return – money received Business rates report – see Appendix																																														
2025/45	<table><tr><td colspan="4">To approve payments made during the month and accounts for payment and note payments made:</td></tr><tr><td>Clerk Salary</td><td>Jan 2025</td><td></td><td>To be advised</td></tr><tr><td>NEST Pension</td><td></td><td></td><td>£96.96</td></tr><tr><td>HMRC</td><td>Paye</td><td></td><td>To be advised</td></tr><tr><td>Hayden Woodruff</td><td>Cleaning Bus shelter</td><td></td><td>£15.00</td></tr><tr><td>SCRIBE</td><td>Monthly- Direct Debit</td><td></td><td>£67.20</td></tr><tr><td>Cleanliness Cleaning Services</td><td></td><td></td><td>£55.00</td></tr><tr><td>Repayment to Beckie Whitehouse for postage</td><td></td><td></td><td>£8.35</td></tr><tr><td>Cambridge Small Works</td><td>Repairs to pavilion</td><td></td><td>£83.53</td></tr><tr><td>Encore Estates</td><td>Year end balance</td><td></td><td>£38.78</td></tr><tr><td>SSE</td><td>Electricity for pavilion</td><td></td><td>£297.88</td></tr></table>			To approve payments made during the month and accounts for payment and note payments made:				Clerk Salary	Jan 2025		To be advised	NEST Pension			£96.96	HMRC	Paye		To be advised	Hayden Woodruff	Cleaning Bus shelter		£15.00	SCRIBE	Monthly- Direct Debit		£67.20	Cleanliness Cleaning Services			£55.00	Repayment to Beckie Whitehouse for postage			£8.35	Cambridge Small Works	Repairs to pavilion		£83.53	Encore Estates	Year end balance		£38.78	SSE	Electricity for pavilion		£297.88
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2025/47	To note money received –																																														
2025/48	To consider following planning applications and tree works applications – there were no applications																																														
2025/49	Proposal to put to a sign in High Street to restrict motorhome and Caravans parking. Refer Appendix for detailed info.																																														
2025/50	Grant application from Fen Ditton Cricket Club for further fencing in The Recreation Ground.																																														

	For detail refer to Appendix.
2025/51	Proposal to make decision on Fireworks 2025. For detail refer to Appendix.
2025/52	Proposal to update Cemetery Regulations and then send to all the funeral directors and the church – agreement required For further information see the Appendix.
2025/52	Proposal to update the Standing Orders – agreement required see Appendix
2025/53	To Note - An email has been forwarded to all cllrs asking for input on Parish Meetings
2025/5	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 1st April

Appendix – Proposal to put to a sign in High Street to restrict motorhome and Caravans parking

Introduction v1.2 Feb 2025

While searching the Shire Hall archives on a related topic a researcher noted that decades ago the Parish Council had acquired a small plot of land at the High Street-Wadloes junction for use as a car park. The document stated this was to relieve the parking problems that were being experienced along High Street. Unfortunately this was before the Land Registry was in operation and there is little additional documentation in the archives.

Current Issues

Residents in the High Street and Church Street area have expressed concerns to the council of an increase of motorhome and caravans parking for extended periods in the summer months. And the new cycle path between Ditton Land and Marleigh attracted a group of similar vehicles last year which took some time to move and left a lot of mess behind.

Problem

Car parks operated by local councils are generally regulated by law, without a sign the High Street car parking space may have no restrictions. (See below).

Proposal

While putting up signs it may help if enforcement is ever required. A sign would also make it clear the Parish Council has a claim on the land as memory of the purchase has long been forgotten.

It would be possible to create a local a by-law, but this is not proposed at this time.

Example



Proposed Wording

Fen Ditton Parish Council Car Park

Terms of use;

No Caravans, Motor Homes, RV's, trailers, vans fitted out as motorhomes, or boats.

Short to Medium term parking only, no return within 8 hours.

A fine may be levied for non-compliance

By Order Fen Ditton Parish Council

High Street Extension

The High Street extension has also had recent overnight/medium stay motorhomes or vans fitted out as motorhomes. As this section is a public highway it is beyond the powers of the parish council to take any action on this section. This is under the jurisdiction of the County Council. Any complaints from members of the public should be directed to County.

Some background info;

Powers and Duties of Local Councils

Local Councils have a wide range of powers and but very few duties.

Duties

A duty is an activity that must be carried out (Mandatory) e.g. local councils must appoint a chairman and a clerk.

Powers

Statutory powers, granted by Parliament give local councils the choice or opportunity to take action and are therefore discretionary.

The powers which have been vested in Parish, Town and Community Councils by Acts of Parliament are summarised below as a guide to Councillors and others. Each description is brief and is intended to be a general indication. It is not a complete list of every single power and duty.

Like all powers given to public bodies the powers of local councils are defined in detail in legislation and these details may include a requirement to obtain the consent of another body (for example the approval of the County Council to the **provision of a car park**).

Local Councils must exercise their powers also subject to the provisions of the general law (for example planning permission is necessary for a sports pavilion).

<https://cdalc.info/parish-councils/what-is-a-parish-council/powers-and-duties/>

Similar info from NALC

What parish and town councils do

Parish and town councils run numerous services, depending on the council size. You will see many day-to-day, but some have yet to be discovered. These include delivering services (such as allotments, car parks,

<https://www.nalc.gov.uk/campaigns/becoming-a-councillor/what-parish-and-town-councils-and-councillors-do.html>

<https://www.britishparking.co.uk/news/know-your-parking-and-traffic-signs>

Local authority parking:

Car parks operated by local councils are generally regulated by law. Typically, a principal sign will be displayed near the entrance to the car park describing who the car park is for, and if there are time limits on how long it is possible to stay for and details of any charges or free periods that may apply. Local signage in and around the car park may provide more information. These car parks follow specific rules regarding the scale of any penalties for not complying with the regulations of parking there and usually but not always these will be advertised locally too."

Appendix – Cricket Club Grant Application

Appendix - APPLICATION FOR GRANT – Fen Ditton Cricket Club

1. Name and Address of organisation: Fen Ditton Cricket Club c/o 46 Church Street, Fen Ditton CBS 8SU

2. Daytime Telephone Number: 07850 954507

3. Contact Name, Address and Telephone Number (if different from above): Paul Jenkins

4. Position held in the Organisation: Chairman

5. (a) How many members are there in your organisation? Approx. 50 (b) What Percentage lives in Fen Ditton: Approx 20% in the village and immediate surroundings

6. Total Cost of the Project and show all sources of funding both:

Total estimate of project Based on quote from Ed Cowdrith £3087 (see below)

Amount raised by own efforts - Provision of all labour (except supervision by Ed Cowdrith)

Amount required from FDPC: £ 3087

Amount from other sources (List) None - no grants currently available

Continue on additional sheet if required.

7. Explain clearly and simply the purpose for which the money will be used, enclosing drawings if appropriate) Continue on a blank piece of paper if necessary. Include all available plans and estimates

from Architects and surveyors etc.

This application follows the successful installation of hazel hurdle fence along the Plough boundary of the Recreation Ground in spring 2024 to protect wildlife and plant growth from ingress by cricketers retrieving balls that have gone deep into the hedge line. The cricket club have received a lot

of positive feedback about the installation from a cross section of villagers. Three additional sections of the boundary also require protection: 1) From the end of the existing fencing (where it stops near the basketball court) to a point level with the pavilion fence, along the Plough hill hedge line, 2) From the footpath exit to Green End to the corner of the hedge line by the play area, 3) Along the line of the

fence from the footpath exit to the field, along the field edge to the bench. This work will provide further protections to vulnerable areas especially where new planting has been undertaken along the

field edge. The cost of each section of work can be divided as follows: Section 1) 42% Section 2)

29% Section 3) 29%. Each of the three sections can be considered separately if required. As per last year, the cricket club are prepared to carry out this work in conjunction with Ed Cowdrith who will source materials (same as existing) and supervise the work. We would like to commence the work during March 2024 subject to agreeing the position of the fence line with the FDRGT at the earliest opportunity. It has been suggested that we should seek full funding for the materials and supervision

as we are providing the labour free of charge and in light of our significant contribution to the fencing

on the Plough boundary. If already set budgets do not permit this we can consider making a further financial contribution.

8. Have you applied for a grant in respect of this project to any other organisation (including Local Authorities)? No

Appendix: Proposal on 2025 Fireworks event

George Devine has been approached by a number of people regarding staging the village FireWorks for 2025. There is a small team who are keen to be involved and one of the Huttie Team has offered the use of low level Harris Fencing to help with crowd security.

The parish council would be required to underwrite the event financially as usual. If the PC is happy with this George would be happy to coordinate the delivery of the event, this would include the clear up. We could do this by delegated responsibility or having a parish councillor be an ex officio member of the organising committee, subject to approval by our insurance company. Neil, our pyrotechnic expert, would make himself available. Can you please put this in front of the council and let me know how you wish to proceed. There seems to be quite a demand for the event amongst villagers.

Appendix - Proposed changes to Cemetery Regulation (in red)

FEN DITTON PARISH COUNCIL

CEMETERY REGULATIONS

This pack includes the following documents for use in connection with reservation of a grave space in the Fen Ditton Village Cemetery. The pack is to be kept by the Parish Clerk along with the plan of the cemetery and the completed documents when a grave space is purchased.

The cemetery is for Fen Ditton residents, to qualify the person or persons in question must have been on the South Cambridge District council RA1 or RA2 electoral register for at least 5 out of the past 10 years or directly related to a person so registered

There is no longer provision to 'reserve' a plot in advance. Agreements concerning a plot already reserved will continue to be honoured.

Various rules have been tightened over the years: whilst it is neither appropriate nor feasible to retrospectively apply these to extant graves, evidence contrary to those rules does not imply precedence for future requests.

It is strongly advise not to make funeral arrangements until you have conformation of an available plot in writing from the parish clerk, and please note the clerk works part time and there may be a delay in responding.

3. Cemetery Rules approved by Fen Ditton 2nd
4. Template letter to be used when a plot is reserved
5. Formal Document Grant of Exclusive Right of Burial to be sent to purchaser on reservation of plot
6. File record of reservation of plot.
7. Charges

FEN DITTON PARISH COUNCIL

CEMETERY REGULATIONS

approved by Parish Council 3rd March 2025

The public is reminded that the provisions of the Local Authorities Cemeteries Order 1977 apply to this cemetery. Under the provisions of the Order referred to above, Fen Ditton Parish Council (the Council) being the burial authority for the Parish has also agreed:

1. A request for a plot will only be considered for someone **who has been on the South Cambridge District council RA1 or RA2 electoral register for at least 5 out of the past 10 years, or directly related to a person so registered.**
2. A burial cannot take place until **all the appropriate paperwork has been received.** This is either a registrar's certificate ('green form'), a registrar's certificate of non-liability ('white form'), or a coroner's order. This will be filed in-perpetuity.
3. A Plot may be either single or double depth. The *Exclusive Right of Burial* form issued when the plot is purchased is required for re-opening the plot. If the deed has been lost, a statutory declaration must be made.
4. The location of the plot will be made entirely at the discretion of the Council.
5. No permanent memorial may be erected until 12 months after the burial. A sketch of any proposed memorial, with full dimensions, materials and inscription, *must* be submitted to the Council for approval before arrangements are made. If approval is granted a fee is payable.
6. The permanent memorial shall be made of stone or wood and shall be a headstone not larger than 1 metre (3'4") high, 15cm (6") thick and shall be no wider than the width of the plot and the base shall not project above the surface of the ground. The Plot number shall be inscribed on the rear of the headstone at the top.
7. **Beyond a memorial stone or tablet, no further permanent embellishment of any kind (for example, but not limited to, a kerb, railings or chippings) shall be included around or within any memorial, and no temporary such embellishment (e.g. wooden border) may remain in place beyond 12 months from the date of burial. This is because it makes maintenance of your plot and the cemetery in general difficult and expensive.**
8. Memorials on plots for cremated remains shall be tablets 45.5cm x 45.5cm (18" x 18") maximum and may be placed on a slab to raise them above ground level, overall being no more than 23cm (9") high. Memorial vases shall be free-standing (unless incorporated within the memorial tablet) to enable removal for grass cutting.
9. A vase for flowers is allowed at the head of the grave in place of the memorial stone. **No trees or shrubs may be planted on or around a grave.**
10. Families are encouraged to look after graves and memorials and are responsible for insurance to cover any third party liability arising therefrom. Because the Cemetery is a public open space the Council cannot be held responsible for any damage to or theft from graves or memorials. These are all uninsured and the Council will not normally undertake any replacement or repair.

11. Dead flowers, wreaths and other items which have deteriorated or become unsightly must be disposed of in the area provided. Anything placed and planted on any grave other than a headstone/tablet may be removed and disposed of at the Council's discretion without the Council being liable to account for any proceeds of disposal.
12. The Parish Council has the right to take action to maintain neglected graves and memorials that it deems unsafe or unsightly. The Parish Council accepts responsibility for maintaining and insuring the Cemetery paths, fences and open areas.
13. Memorials are regularly inspected for safety. The primary responsibility for their maintenance and safety remains with the owner or their heirs at law. However, if a memorial becomes a danger and the owner does not fulfil this responsibility, or cannot be located, the memorial may need to be laid down. This will be done in a respectful manner and a sign, asking the grave owner to contact the Parish Council, will be attached to the memorial.

I have read the above and agree to abide by the Rules

Signed

Dated

FEN DITTON PARISH COUNCIL
CEMETERY REGULATIONS

Indira Hui Raha- Parish Clerk

1st Floor

The Hanger Building

2 Jubilee Square

Marleigh Avenue

Cambridge, CB5 8UW

Address of recipient

Dear

I enclose the Grant of Exclusive Right of Burial for a Burial Plot purchased in Fen Ditton Cemetery.

Please keep this document in a safe place.

Also enclosed are two copies of the cemetery regulations. Please read and sign them and return one signed copy to me.

If you have any queries or require further information, do contact me at the above address, I shall be very pleased to help in any way I can.

Yours sincerely

Clerk to the Parish Council

FEN DITTON PARISH COUNCIL

GRANT OF EXCLUSIVE RIGHT OF BURIAL

By virtue of the powers conferred by section 214 of the Local Government Act 1972 and of the Order made by the Secretary of State thereunder, WE, the Parish Council of Fen Ditton in the County of Cambridgeshire in consideration of the sum of £

paid to us by

of

(herein called "the Grantee") DO HEREBY GRANT to the Grantee and his/her successors in title the exclusive right of burial in a grave space in Fen Ditton Cemetery made in pursuance of the said Act and Order TO HOLD the same to the Grantee and his/her successors in title for the period of 100 years from the date of this grant, for the purpose of burial only.

IT IS **HEREBY** CERTIFIED that the transaction hereby effected does not form part of a larger transaction or of a series of transactions in respect of which the amount or value of the aggregate amount or value of the consideration exceeds £60,000.

GIVEN under my hand this day of

Signed

(Designation)..... (The officer appointed for this purpose)

Note: This Grant is subject to the provisions of any Order made under section 214 of the Local Government Act 1972. A copy of any such Order currently in force may be inspected at all reasonable times at the office of the officer who signed the grant.

FEN DITTON PARISH COUNCIL
CEMETERY REGULATIONS

Reservation of a Plot at Fen Ditton Cemetery

1. Name: [M/F]

2. Full address:

4. Burial: single /double; Cremated remains: single /double

5. Number of Grant of Exclusive Right of Burial:

A plot is reserved for 100 years in the first instance.

Fee paid:

Receipt number:

Reservation accepted Parish Clerk

Dated:

Grant of Exclusive Rights of Burial Issued []

Cemetery Rules issued []

Change of address:

FEN DITTON PARISH COUNCIL

CEMETERY REGULATIONS

Charges

Please note that the total charge for an adult or ashes interment comprises three components: Right to burial, Interment, and grave digging. The charges below cover the first two of these, which are payable to the Parish Council. The Parish Council has no control over the cost **or arrangements** of grave digging.

Interment Fees	Total
Purchase of exclusive right of burial of an adult grave	£1,396
First interment adult	£1,308
Purchase of ashes plot	£398
First Interment	£166
Interment fee for any subsequent opening.	As for first interment
Purchase and interment for stillborn or child under 2 (total cost).	£150
Purchase and interment for child under 18 (total cost).	£1,175
Headstones, Tablets and Inscriptions	
For the right to erect a headstone 1 metre in height.	£225
For the right to place a flat tablet flush with the surface of the ground.	£77
For the right to place on any headstone or tablet additional inscription after the first.	£49
For the right to place a permanent wooden cross not exceeding one metre in height.	£49

Fen Ditton Parish Council

Background

It was agreed in the September 2024 meeting to adopt the use of a pre-paid credit card, and update the standing orders to reflect this and adopt the new NALC 2024 model financial regulations accordingly. (see Sept 24 agenda/minutes)

Modified from NALC 2024 Model Financial Regulations.

Paragraphs 9, 10.

Payment cards

- 13.1.** Any Debit Card issued for use will be specifically restricted to the Clerk/RFO, chairman and vice chairman and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 13.2.** A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

Pre approved purchases

All pre-approved items must be reported at the next council meeting.

1. Stationary
2. Cleaning products
3. Computer and printer spares
4. Small computer items and peripherals
5. Tea, coffee, milk, biscuits.
6. Health & Safety equipment
7. Emergency repair items
8. Tools
9. Office and kitchen equipment
10. Spare keys and fobs
11. Stamps, postage and couriers
12. Printing (small runs)
13. Street lighting
14. Miscellaneous small routine payments below £100

- 13.3.** Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO, chairman, vice-chairman, and any balance shall be paid in full each month.
- 13.4.** Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

Petty Cash

- 13.5.** The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

Fen Ditton Parish Council

Appendix - Clerks report on office business rates

March 2025

As you may recall the council was presented with a business rates bill for the office last year, which we were fortunate able to recover via the business rates relief scheme. However, the current rates relief scheme is due to end in South Cambs March 2026.

In an attempt to avoid this in the future we were advised to appeal the rates valuation with the rates valuation office (VOA), who have confirmed that the rateable value is correct. Further professional advise indicates that all buildings in England have a RV regardless of occupier, and that all councils are in the same position but may not be aware of it. This is easily confirmed on the VOA web site, which lists all similar buildings, including community halls, scouts huts, sports halls, etc. all have RV's listed.

The advisor is of the opinion we may have a case to go back to the VAO and get the RV reduced on the basis that we pay a peppercorn rent and have a long term lease, and that they could make this application for us for a fee, however, as the relief scheme is likely to be extended we are advised this is not economic. See Note 1.

It is up to the occupier to apply for the relief, we have now obtained the correct form to apply for relief long term, it is due to be returned asap.

As a precaution it is advisable to put a contingency in future budgets.

Note - Professional advise on file.

Acknowledgement;

Many thanks to Frank Knight for their pro bono advise.

Extract from advice received;

"It would probably not be commercially viable to seek a reduction due to the cost involved including agent fees, effectively the charge is currently remitted to 0, so there would be no savings achievable, therefore a fee for assisting would outweigh any benefit.

I believe that your best cause of action would be to leave this as it is until either the RV increases (within the next Valuation list) to a point above the qualifying limits for Small Business Rates Relief, the Parish Councils Circumstances change and there is no longer an entitlement to the relief or the Small Business Rates Relief scheme is revised, removed or replaced and a charge becomes payable. "