

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD

on-line via Zoom at:

<https://us02web.zoom.us/j/89184035448>

Meeting ID: 891 8403 5448

**TUESDAY 19<sup>TH</sup> MAY 2020 AT 7:30 PM**

PRESENT: Cllr L Wragg (Chairman), Cllr D Roberts (via telephone, who left at 20.54), Cllr P Burge, Cllr C Howe (who left at 20.33), Cllr S Mulholland, Cllr P Collinson, Cllr R Lennon and Cllr J Hobro

IN ATTENDANCE: Ms K Byrne (Clerk), Mrs D Woods, Cllr P McDonald (who left at 20.16) and one member of the public

### **Actions**

Before the meeting began, the Chairman Cllr Wragg advised the attendees that the Zoom session was going to be recorded, but would not be widely distributed. There were no objections.

#### **1 Apologies for Absence**

There were apologies for absence from Cllr M Vinton.

#### **2 Declaration of Interest in agenda items**

Cllr Burge declared an interest in item 17b.

#### **3 Minutes of the Parish Council Meeting of 21<sup>st</sup> April 2020**

The minutes were agreed as a true record, and were signed by Cllr Wragg over Zoom; he will deliver the signed copy to the Clerk.

#### **4 Matters Arising not covered in the agenda (for information only)**

Regarding item 6, Cllr Roberts confirmed that she does wish to continue as Vice-Chair for the PC, Planning Committee and Burial Board. (Cllr Vinton had agreed via email that he wished to continue as Vice-Chair of the Finance Committee.)

#### **5 Coronavirus Update**

The Clerk informed the PC that due to Coronavirus the key dates for the 2019/20 AGAR (Annual Governance and Accountability Return) have changed – see item 7.

There were no other updates.

#### **6 Committee Responsibilities**

All members of Planning, Finance and Burial Board committees had agreed to remain in their roles for another year. New Councillor James Hobro was elected onto the Planning and Finance Committees – see Annex A for committee positions and responsibilities.

#### **7 Audit Matters**

The Clerk informed the PC that due to the amended (Coronavirus) regulations (SI 2020/404) the deadline by which the AGAR must be published has moved to 30 November 2020, and the 30-working day period for the exercise of public rights is to start

on or before 1 September 2020. Therefore, the AGAR must be approved and published by 31 August 2020 at the latest. PKF Littlejohn (the external auditor) requires submission of the AGAR and associated documents by Friday 31 July 2020. Therefore, the internal audit needs to be carried out and the report circulated before the 21 July PC meeting, so that the Governance and Accounting statements can be signed.

The internal auditor LGS Services is offering a remote internal audit or a 'normal' internal audit in July. The PC decided that the internal audit should be carried out remotely using the PC's Dropbox account, if possible.

**ACTION – Clerk to prepare for remote internal audit**

Clerk

As the Asset Register is not yet finalised, the Clerk was unable to get three quotes for the PC's insurance from 1 June 2020 – 31 May 2021. The existing insurer Zurich had quoted a renewal price of £1,160.45 which is within the budget (£1,200) for this FY. The PC agreed that the Clerk should renew with Zurich for another year.

**ACTION – Clerk to renew insurance with Zurich**

Clerk

**8 Village Hall**

Mrs Woods said that Village Hall (VH) and recreation ground continue to be closed. ACRE national is liaising with the government regarding opening of village halls, which is likely to be at least September, even then the numbers allowed to meet may be limited. The only exception to this may be if the NHS Blood Donor service wishes to use the VH in July, but it would need to be deep cleaned before and after.

Mrs Woods said that the VJ celebration (planned for 15 August) will not now be able to go ahead in the VH and its grounds. Mrs Woods has applied for and received the Retail, Hotel and Leisure Grant from SCDC to support the VH while no income is being generated. The refurbishment to the changing rooms has finished and the work on the rear carpark is due to start shortly.

**9 County Council Matters**

Cllr Peter McDonald went briefly through his written report, which is reproduced in Annex B.

**10 District Council Update**

Cllr Roberts said SCDC has been extremely good at adapting to the current situation, and keeping councillors updated. Most councillors are now working from home, including Cllr Roberts, who has now received a laptop from SCDC. She hopes to be able use it fully by our next meeting. She has been very impressed by how quickly the parishes (Fowlmere, Foxton, Great Chishill, Heydon and Little Chishill) have got organised providing advice and volunteers for vulnerable residents during the Coronavirus crisis.

Cllr Roberts said that although she is isolating at home at the moment, she is contactable by phone or email for any district or parish council matters.

**The meeting was opened for urgent questions from members of the public and press.**

There was none.

**The meeting was then closed to members of the public and press.**

**11 Burial Board**

**a) Cemetery Shed \***

Cllr Mulholland had circulated to the PC before the meeting some ideas for replacing the old shed – see Annex C. It was agreed via email to go ahead with option 2 – small shed (either 4’x6’ or 5’x7’), and this option was approved by the PC at the meeting. Cllr Mulholland will get some quotes to proceed with this plan.

Cllr Mulholland also said that the timber work (doors and soffits) need painting. He will get quotes for this, along with some other items – replacing the weather strip, and repainting the bell tower and gate.

**ACTION – Cllr Mulholland to get quotes to proceed with shed option 2, along with quotes for the timber and gate work**

Cllr  
Mulholland

**12 Planning Committee**

**a) 5-year land supply status**

The 5-year land supply is still above 5 (5.4 years on 1 April 2020).

Cllr Roberts said that the Local Plan is moving forward very slowly, and she has asked for information on which sites have been put forward but SCDC has not yet responded.

The scheme of delegation is being discussed on Thursday 21 May. Cllrs Wragg and Burge had drafted a letter and circulated it to the PC before the meeting. The PC approved the letter being sent to SCDC.

**ACTION – Clerk to put on letterheaded paper and send to SCDC**

Clerk

Also, Cllr Roberts said she had been alerted from a resident (via email) to some possible activity on Appleacre with new mobile homes being installed; and she had therefore asked SCDC to investigate the matter. However, Cllr Lennon said there was no new houses being put on Appleacre park (where she lives).

The PC agreed to move item 16 as Cllr Howe needed to leave the meeting shortly.

**13 RoSPA Inspection Reports**

The PC reviewed the RoSPA reports. At the VH, the swing frame has strimmer damage, but it has a life-expectancy of 3-5 years, so replacing it is not a priority this year. The surface edges around the swing basket are lifting and need repairing.

**ACTION – Clerk to ask Hags to review and advise**

Clerk

On the Butts Recreation ground, the bench near the swings is decayed and needs removing. There are also areas of grass that need re-seeding. The PC agreed re-seeding could proceed if the quote was less than £200.

**ACTION – Clerk to ask Hardys to quote to re-seed areas on the Butts, and if less than £200 to go ahead with the work. Clerk also to ask Ian Wilson to remove the bench from the Butts, and quote for any other minor repair work.**

Clerk

**14 St Mary’s wall**

The PC now has listed building and planning consent to begin the repair work; this should begin by the end of May / early June.

**15 Review of website / PC email addresses**

Cllr Collinson had found various options for a new website being hosted in the UK, and some prices for having 10 parish-council specific email addresses (for 9 councillors and

## Actions

Clerk). But the PC needs to decide the features they want including with the website, and the overall budget.

**ACTION – Cllr Collinson and Wragg to write a short paper on the reasons for having a new website and email address, and the various options and costs involved.**

Cllr Collinson  
/ Cllr Wragg

## 16 Road Safety

### a) LHI Application Update

Cllr Howe said that the traffic calming plans will now proceed, which is good news, but there is no date yet for this starting. Cllr Roberts thanked Cllr Howe and Cllr Wragg for their hard work on this, which has taken a long time to bring about.

### b) HGVs in the village

Before the meeting Cllr Hobro had circulated to the PC information regarding Butts Lane / Butts View not being a through-road to the Industrial Estate. He had already reported to every mapping company the correct map information. It was agreed that Cllr Hobro would review this monthly.

**ACTION – Cllr Hobro to review mapping company information monthly**

Cllr Hobro

Cllr Howe left the meeting at 20.33

## 17 Trees, Grass and Hedges

### a) Tree Survey

Argenta Tree Surveys Ltd have started the survey; they expect to finish and send the report by the end of May / early June.

Cllr Roberts left the meeting at 20.54.

### b) Community Orchard

Cllr Burge temporarily left the meeting at 20.55, as he had an interest in this item.

**ACTION – Clerk to ask Cllr McDonald whether he has a price for the longer lease**

Clerk

Cllr Burge re-joined the meeting at 20.59.

Cllr Hobro said that there is a Scout group who might be approached to help clear the verges in Fowlmere of litter.

**ACTION – Cllr Hobro to ask if 1<sup>st</sup> Orwell Scouts want to do litter picking in Fowlmere**

Cllr Hobro

## 18 Finance & General Purposes

### a) Transfer of S106 funds from Cambridge Building Society to Unity Trust account

The PC agreed to the transfer of £2,000 from Cambridge Building Society to Unity Trust account, as this amount had been paid to the VHMC for the refurbishment of the changing room using S106 money.

**ACTION – Clerk to forward the prepared letter to Cambridge Building Society to Cllrs Burge and Wragg for their signatures, and then send to Cambridge Building Society**

Clerk

### b) Donation to Royston & District Community Transport

The Clerk had asked RDCT if any of the 200 journeys from Fowlmere include any trips from Melbourn Village College, RDCT said they did not. Following discussion, the PC agreed to give £300 to RDCT, all concurred. (The donation to come out of S137 money.)

**ACTION – Clerk to let RDCT know and arrange the bank transfer**

Clerk

**c) Bills to be paid**

Fairholm Associates' had quoted £240 for repair work to the bench near Jacksons Way, which had been approved by the PC in the last meeting. Later Mel Vinton (from Fairholm Associates) proposed that purchasing a new bench and treating it with preservative for the same price (£240) would provide better value for money than repairing the old bench. This was agreed to by councillors via email before the meeting, and was approved by the PC in the meeting.

Seniorlink Eldercare – April 2020, £78.04

L Wragg – Zoom Video Comms. Inc. refund, £14.39

Agriplant – Protected verges, £900.00

PlaySafety Ltd (RoSPA inspection), £219.00

Hardy Landscapes – Grasscutting (April), £1,524.60

S W Gardens and Landscapes – Gardening (April & May), £60.00

Fairholm Associates – Bench purchase and treatment, £240.00

K Byrne – Dropbox refund, £95.88

**Bills already approved / Direct Debit**

K Byrne – Salary (Confidential)

K Byrne – NEST (refund), £49.21

OPUS ENERGY LTD (DD) – £120.32

**Income (since 21<sup>st</sup> April 2020)**

HMRC VAT Refund – £4,389.38

Peasgood & Skeates (interment of Mrs Aldous, £75.00)

SCDC – Precept (2<sup>nd</sup> quarter installment), £10,470.00

**19 Correspondence**

**a) May Correspondence List**

The PC noted the correspondence.

Regarding the issue of the trees near Mrs Hill's house, the PC said they have no objection to the neighbour trimming back the branches, provided that TPO permission is obtained, if required. Any more extensive work should be covered by the tree survey.

Regarding the Water Management study, the Clerk will forward the email to Cllr Wragg who will reply on behalf of the PC. Cllr Wragg

The PC decided the walking link (<https://www.walkinginengland.co.uk/cambridge>) can be put on the FPC website, if any of the walks include Fowlmere. Clerk to find out. Clerk

Cllr Wragg will join the Sustainability group if they decide to clear the verges, as would Philip Ricketts.

Cllr Hobro suggested that the land owners (Tony Dean, Martin Sheldrick, David Walston & KWS) may wish to receive the oak saplings being offered by Cambridge and Ely XR.

**ACTION – Clerk to notify the land owners of the offer** Clerk

**20 Action List Update**

The action list was reviewed and updated.

**21 Ideas for Improvements to Village Life**

Cllr Mulholland said that the VJ Day Celebrations for August will now have to be cancelled. Cllr Lennon said that even by Christmas social distancing may still make it difficult to have a celebration with lots of people. It was suggested that the PC could arrange to celebrate VE day next year.

**22 Other Matters (for information only)**

There was none.

Date of next meetings:

Planning Meeting – 7:30pm Tuesday 26th May 2020, to be held online via Zoom

PC Meeting – 7.30pm Tuesday 16<sup>th</sup> June 2020, to be held online via Zoom

Finance Meeting – Date TBD (late June / early July), to be held online via Zoom

The meeting closed at 21.29

*\*These items will have already been worked on by the PC and only require noting or approval at the meeting.*

## Annex A – Parish Council and Committee Positions – May 2020

| Councillor              | Wragg | Roberts | Burge | Collinson | Howe | Mulholland | Vinton | Lennon | Hobro |
|-------------------------|-------|---------|-------|-----------|------|------------|--------|--------|-------|
| <b>Position</b>         |       |         |       |           |      |            |        |        |       |
| PC Chairman             | √     |         |       |           |      |            |        |        |       |
| PC Vice-Chair           |       | √       |       |           |      |            |        |        |       |
| Finance Chairman        |       |         | √     |           |      |            |        |        |       |
| Finance Vice-Chair      |       |         |       |           |      |            | √      |        |       |
| Planning Chairman       |       |         | √     |           |      |            |        |        |       |
| Planning Vice-Chair     |       | √       |       |           |      |            |        |        |       |
| Burial Board Chairman   |       |         |       |           |      | √          |        |        |       |
| Burial Board Vice-Chair |       | √       |       |           |      |            |        |        |       |
| Finance Members         | √     | √       | √     |           | √    | √          | √      | √      | √     |
| Planning Members        | √     | √       | √     | √         | √    | √          | √      | √      | √     |
| Burial Board Members    | √     | √       | √     | √         | √    | √          | √      |        |       |
| Tree Officer            |       |         |       | √         |      |            |        |        |       |

## Annex B – Cambridgeshire County Councillor Peter McDonald’s Report – May 2020

### Cambridgeshire County Council Monthly Report for Parishes: May 2020

The changes to County services during C19 are all to be found here:

<https://www.cambridgeshire.gov.uk/residents/coronavirus/disruption-to-council-services>

As a result of the Councils budget situation, there have been changes to the Adult Social Care policy with charges for the new financial year and these were published in April.

<file:///C:/Temp/ab098/Downloads/adult-social-care-charging-policy-april----.pdf>.

### Council Meetings

Now that the virtual meetings protocol is in place the County has started conducting meetings on line generally via Zoom. Refer to the meetings calendar:

[https://cambridgeshire.cmis.uk.com/ccc\\_live/Meetings.aspx](https://cambridgeshire.cmis.uk.com/ccc_live/Meetings.aspx)

### Household Waster Re-cycling Centres

Plans are being prepared to re-open these and will be published here:

<https://www.cambridgeshire.gov.uk/residents/waste-and-recycling/household-recycling-centres>

### Well-being Campaign & ToolKit

#### **Now We’re Talking - coming together in isolation**

Organisations across the county have joined forces to launch a wellbeing campaign and additional mental health support for people during the coronavirus outbreak.

‘Now We’re Talking’, encourages people to get talking to combat loneliness whilst self-isolating, and to seek help if they are struggling with their mental health.

The campaign, led by the local authority, NHS and third sector also directs people to increased mental health support available including:

- **Lifeline Plus** - a mental health and wellbeing helpline for people aged 18 and over living in Cambridgeshire and Peterborough, is available **Monday-Friday between 9am and 2pm** via freephone 0808 808 2121. The line will support people to manage their wellbeing, provide self-help advice or signpost to other organisations for particular concerns.
- **Lifeline - 7 days a week, between 2pm and 11pm** the same number is Lifeline, managed by Lifecraft who provide support for those in mental health distress: 0808 808 2121.
- **Qwell** - an online wellbeing support, including educational and self-help articles and peer-to-peer support via forums. Adults are also able to receive help from qualified counsellors via drop-in or scheduled online chat sessions. [www.qwell.io](http://www.qwell.io)
- **Keep Your Head** – this website brings together all the mental health support available across the county - [www.keep-your-head.com/now](http://www.keep-your-head.com/now)

#### **‘Now We’re Talking’ comms toolkit to use for your own updates:**

Following the launch of our Now We’re Talking campaign this week, please [find here](#) a toolkit so you can share the details with your town or parish council colleagues.

### Caring for Carers - Looking after the county’s carers

A project to support people across Cambridgeshire and Peterborough who are carers to friends and family has seen hundreds of people contacted to enquire whether they need support.

Family carers are currently delivering unprecedented levels of essential care and support to people with care needs in the community who are impacted by the pandemic.

In response Cambridgeshire County and Peterborough City Council have re-deployed more than 30 staff who are unable to fulfil their usual role due to the Covid-19 outbreak, to contact those family carers currently known to adult social care, check that they are coping, provide preventative advice and connect them to sources of support where this is needed.

## **Annex B – Cambridgeshire County Councillor Peter McDonald’s Report – May 2020**

**In Cambridgeshire 1,557 carers were identified and are being contacted. Of those contacted so far 56% or 429 carers have told staff that they are coping.**

Feedback from staff making the calls is that carers have been extremely grateful to be contacted and have taken contact details in order to access support should this be needed in the future. One carer told us “I enjoyed chatting to you and both my husband and I are impressed with the initiative set up by the council. Thank you.”

So far 57 carers contacted by the redeployed staff have been referred for support as a result of the calls, examples include accessing help with shopping and medication collection, both for themselves and the adult that they support, and amendments to the care and support being provided to the cared for person due to changes in their circumstances.

The staff making the calls have had information regarding a wide range of preventative services and have also been able to connect carers to support from services like occupational therapy and the technology enabled care team, as well as raising awareness of help available through Caring Together, previously known as Carers Trust.

**If you are a carer and you would like to talk to us about the support on offer, please call the countywide hub on 0345 045 5219.**

### **Cambs County Hub**

Requests for help and support coming into the countywide hub have continued to rise over the past fortnight.

The hub has received a total of 2,101 telephone enquiries over the past four weeks. The team has resolved a total of 5,856 individual requests for help and support, which include delivering urgent food supplies to 832 people. A further 129 people have been provided with more specialist food, for example that is suitable for people who are seriously ill.

There are now almost 15,000 people on the registered shielded list across Cambridgeshire and Peterborough and around a third of this group have told us that they have no support in place and will need our assistance.

Around 5,000 shielded people across Cambridgeshire and Peterborough are receiving a national food delivery over the course of this week.

### **Keeping everyone connected**

The Covid-19 outbreak has made us all more reliant on phone networks and internet services to keep in touch, which is why they are designated as ‘critical’ services by the Government. It’s vital that people can keep connected especially at a time when we are being asked to stay at home and practise social distancing.

Mobile phones or landlines are particularly essential for vulnerable people who are self-isolating, and those without internet access, to get food, medicines and other support they need. Many people are also facing financial uncertainty and the more vulnerable members of our communities may need a bit of extra help.

The UK’s major mobile and internet service providers have responded to this by offering a range of support for all their customers, including concessions for NHS frontline workers, the most vulnerable and people in financial hardship due to the Covid-19 situation.

Connecting Cambridgeshire, the digital connectivity programme led by Cambridgeshire County Council, is working with telecoms operators to improve broadband and mobile coverage across Cambridgeshire and Peterborough, and has put together a [Quick Guide to help available from the mobile networks](#) which is summarised below.

Help for everyone to stay connected:

- All phone users can get free access to all NHS UK online websites with data allowances unaffected, and free calls to NHS 111 and the Non-Emergency 101 service to the Police

## Annex B – Cambridgeshire County Councillor Peter McDonald’s Report – May 2020

- NHS frontline staff, who are existing customers, can get mobile data access, voice calls and texts at no extra cost when using their personal mobiles for work
- Vulnerable patients can get generous data allowances to use their mobile phones for video consultations with doctors and health staff
- People finding it difficult to pay their phone bill as a result of Covid-19 can get support if they inform their provider
- Vulnerable people – such as those who are Shielded - can get generous mobile and landline packages to ensure they remain connected, including data boosts at low prices and free calls from their landline or mobile, whether on contract or ‘pay as you go’.
- All providers will remove all data allowance caps on all current fixed broadband services.
- Vulnerable customers or those self-isolating will receive alternative methods of communication where possible if priority repairs to fixed broadband and landlines cannot be carried out.

Visit the Connecting Cambridgeshire [Getting Superfast](#) webpage to check if you can get superfast broadband, and follow the steps to upgrade, or find out about the options

### **Safeguarding Reminder**

#### **Children’s Safeguarding**

If you are concerned that a child may be suffering physical, sexual or emotional abuse or neglect or is at risk of significant harm you should contact Children’s Services using one of the following: • Cambridgeshire children: 0345 045 5203 ReferralCentre.children@cambridgeshire.gov.uk • Peterborough children: 01733 864180 • Out of Hours Emergency Duty Team (EDT): 01733 234724 If you are a professional you can report a safeguarding concern using the Cambridgeshire & Peterborough Safeguarding Referral Form. All telephone referrals will need to be followed up in writing within 24 hours by the referring professional.

#### **Adult Safeguarding**

If you have concerns for an Adult, you should contact Adult Services using one of the following: Cambridgeshire County Council • Telephone: 0345 045 5202 • Email: referral.centre-adults@cambridgeshire.gov.uk Peterborough City Council • Telephone: 01733 747474 • Email: adultsocialcare@peterborough.gov.uk Between Monday to Thursday 5pm to 8am and Friday 4pm to Monday 8am, adult safeguarding concerns can be directed to the Emergency Duty Team (EDT) – 01733 234724

Contact Details: E mail: [cllr.mcdonald@scambs.gov.uk](mailto:cllr.mcdonald@scambs.gov.uk) or [peter.mcdonald@cambridgeshire.gov.uk](mailto:peter.mcdonald@cambridgeshire.gov.uk)  
Telephone 07912 669092

## **Annex C – Cemetery Shed report – Cllr S Mulholland**

### **Cemetery Shed Proposal**

During lockdown I have given some thought to what we replace the cemetery shed with. I have also discovered, whilst scanning and archiving historical minutes, that the current shed was offered to the Fowlmere Scout group (now defunct) in 1997 for their Guy Fawkes bonfire. It is safe to say therefore it is time for renewal.

There are 3 options that I think we should consider.

#### 1). Like for like replacement. (10' x 14')

The current shed measures 10ft x 14ft. It was originally used to house the lawn mowing equipment when the grass was cut by members of the parish council and a team of volunteers. As time passed the number of volunteers declined and (from what I have so far deduced from archiving old minutes) 2 parish councillors took the main part of the burden. W.J. Aldous and I.L. Shaw. After some time security concerns meant that the storage of the equipment was moved to the Cemetery Chapel and not the shed and from that time onwards the shed started to fall into disrepair. In 1992 the Chapel was broken into and the mowing equipment was stolen. From that time onwards the cemetery grass mowing has been contracted out.

#### 2). A small shed (either 4'x6' or 5'x7')

The current shed houses a small collection of hand tools. Most likely left there over the years by residents tending loved ones graves. There is a large leaf rake, a hoe, a wheel barrow and a burning bin. All useful items and a shame to throw away. There are also some other items from the past such as waste bins that have been decommissioned which can be disposed of. If we go for a small shed we would be able to continue the idea of donated hand tools being available to visitors. The 2nd advantage of having a small shed is that we could retain both the notice board and the water-butt system with ease. The disadvantage is that anyone who notices a "new shed" may come for a nose about and potentially steal the hand tools however if we stain the shed in as dark a colour as we can find the I think most non-regulars won't really notice the change.

#### 3). A small wall to mount a tap.

At Melbourn New Cemetery (off New Road) they have a simple waist high wall that has a water supply attached to it with some watering cans. This is neat and tidy but would mean the hand tool provision would disappear and also the water-butt arrangement would also be lost and we would have to find a new arrangement for the notice board.

My personal feeling is that option 1 is unjustifiable. A shed of this size is no longer required and this has been the case for nearly 30 years and so it is highly unlikely that we would ever return to the arrangements of pre 1990's no matter how halcyon they may seem. Option's 2 and 3 would be broadly of similar cost but my feeling is that we should go with option 2 as the retention of both the noticeboard and the water-butt are both important and the retention of the donated hand tool provision is just nice.

#### Addendum; Shed Base.

I had previously asked Cobb & Sons to quote for a concrete base for a new shed. Even when quoting for a small shed this was still £1700. I am now of the opinion that if we were to go for a small shed we should use slabs as a base and reduce the cost substantially. In addition to this, if a future council decided that they no longer wanted a shed at all we would not have left then with a large lump of concrete to deal with whereas slabs can be removed fairly easily. Therefore in the interests of both cost efficiency and not saddling a future council with an expensive headache I would favour the slab method.

If we can reach agreement on which option we think is best then I can work further to get quotes and price for that option to discuss and (hopefully approve) at the next meeting.