

## MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL

which was held on-line via Zoom at:

<https://us02web.zoom.us/j/81668039909?pwd=T0hvSEFCS2FaQlpPazdDazA3SmNOQT09>

Meeting ID: 816 6803 9909

Password: 105118

on **TUESDAY 21<sup>ST</sup> JULY 2020 at 7:30pm**

**PRESENT:** Cllr L Wragg (Chairman), Cllr D Roberts (who joined at 7.32), Cllr P Burge, Cllr S Mulholland, Cllr P Collinson, Cllr R Lennon and Cllr J Hobro

**IN ATTENDANCE:** Ms K Byrne (Clerk), Mrs D Woods and Cllr P McDonald (who joined at 7.35 and left at 8.37)

### Actions

Before the meeting began, 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 C Howe (previous commitment) and Cllr M Vinton (who was unable to join the Zoom meeting).

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

There was none.

#### **3 Minutes of the Parish Council Meeting of 16th June & 23 June 2020**

The 16<sup>th</sup> June minutes were reviewed and were agreed to be a true record, they were signed by Cllr Wragg over Zoom; the 23<sup>rd</sup> June minutes were reviewed and were agreed to be a true record, they were signed by Cllr Wragg over Zoom. Cllr Wragg will deliver the signed copies to the Clerk.

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

From 16<sup>th</sup> June meeting the matter of the siting of the defibrillator at the Chequers still requires Clerk to action. The Clerk also needs to chase SCDC regarding whether they have had a response from the owner of Swan House, if they have not then ask them to issue a section 215 notice. As District Councillor, Cllr Roberts will also chase SCDC regarding this matter

#### **5 Audit**

##### **a) Internal Audit report**

The Internal Auditor's report had been assessed last week by the Finance Committee (see Finance Minutes 16 July 2020, item 3), and was briefly reviewed by the PC. Cllr Lennon proposed that the recommendations from the Internal Audit be accepted, Cllr Roberts seconded and all concurred.

##### **b) Dates for public rights to inspect the Parish Council accounts**

The Clerk proposed that the dates for the period for the exercise of public rights should be 1 September to 12 October 2020. The PC agreed to this.

##### **c) Review and approval of the Annual Governance Statement**

The Governance Statement had been scrutinized by the Finance Committee on 16 July,

who recommended that the PC approves it, and was briefly reviewed by the PC. Cllr Collinson proposed, Cllr Roberts seconded, and all agreed to support the Annual Governance Statement for 2019/2020. Cllr Wragg signed the statement.

**d) Review and approval of the Accounting Statement**

The Accounting Statement had been scrutinized by the Finance Committee on 16 July, who recommended that the PC approves it, and was briefly reviewed by the PC. Cllr Lennon proposed, Cllr Hobro seconded, and all agreed to support the Accounting Statement for 2019/2020 as prepared by K Byrne (Parish Clerk / Responsible Financial Officer). Cllr Wragg signed the statement; he will deliver the signed AGAR to the Clerk. Clerk to submit the AGAR and audit documents to the external auditor.

Cllr Wragg  
Clerk

**6 Village Hall**

**a) Report from VHMC**

Mrs Woods said the Village Hall has been closed since the end of March. However, the Village Hall Management Committee (VHMC) has been busy with refurbishments and preparations to open, and they will be ready to re-open on 1 September. They are currently assessing if clubs do or do not want to return. Also, they are starting to get new enquiries, which is a positive sign.

**b) Disability Access**

Cllr Roberts had been approached by a resident who has a mobility scooter and who cannot access the Village Hall because their mobility scooter cannot get over the speed bumps on the entrance and exit roads. Cllr Roberts asked if a trench could be dug to allow access. Mrs Woods said that the speed bumps had been put in by the PC in 1991. She had looked into this matter a couple of years ago; a company had advised that 1 meter could be taken out of the centre of the bumps, but this was expensive, and it may result in motorcyclists no longer being prevented from speeding down the access roads.

Cllr Mulholland offered to investigate the matter along with Cllr Burge, and Mrs Woods. Cllr Mulholland will ask Ian Wilson to meet him and discuss what is possible.

Cllrs  
Mulholland  
Burge, & Mrs  
Woods

Cllr Collinson asked Mrs Woods about the VHMC turning down County Broadband's offer to connect the Village Hall with hyperfast broadband. It was suggested that VHMC might want to re-consider the idea as it could be useful in future-proofing the Village Hall.

**7 County Council Matters**

Cllr McDonald went briefly through his report, which is reproduced in Annex A.

Cllr Mulholland will put out the fostering link onto the PC's Facebook page.

Cllr  
Mulholland  
Clerk / Cllr  
Howe / Cllr  
McDonald

Cllr McDonald said that the date to site the Deer Signs will be reset by CCC highways.

Cllr McDonald said that the date to site the Deer Signs will be reset by CCC highways. Clerk, Cllr Howe and Cllr McDonald to assess what needs to be done regarding the MVAS and VAS signs in the village.

Cllr Roberts asked about the possibility of the discretionary grant being available to the Chequers in Fowlmere. Cllr McDonald advised that the managers of the Chequers should be encouraged to apply.

Cllr Burge asked if the PC might have input at this stage into the Foxton travel hub, such

as suggesting improving the cycle provision between Fowlmere and Foxton. Cllr McDonald said yes. Cllr McDonald said that he, Cllr Roberts and GCP will be having a meeting with MP Anthony Brown shortly about this matter.

## **8 District Council Update**

Cllr Roberts said that regarding the Foxton travel hub, as district councillor she wrote a strong letter to GCP after the meeting as they didn't answer any of (Foxton) PC's questions. Cllr Roberts and Foxton PC will be meeting MP Anthony Browne in Foxton within the next 6 weeks to discuss this. Cllr Hobro was keen get all local interested groups to co-ordinate their efforts to suggest a plan for the travel hub that has better local access and includes cycle, bus and train provision along with a smaller car park. Cllr McDonald said that this could also be specified in the Local Plan. Cllr Burge proposed that he and Cllr Hobro draft a letter to GCP for the PC to approve, Cllr Collinson seconded this, there were no objections. Cllr McDonald suggested Cllrs Burge and Hobro might present an alternative vision about what the travel hub might look like. Cllr Mulholland suggested that Fowlmere councillors arrange a meeting with Foxton PC.

Cllr Burge /  
Cllr Hobro

Cllr Roberts said the application for the Huawei business at Sawston had been approved at a SCDC planning meeting. She was the only councillor who voted against it. She felt it failed on various planning points such as the amount of water required to develop it, also there was no overall master plan. A full district council meeting was held last week (and is on the SCDC website) about racial equality. Cllr Roberts voted against it as she felt it amounted to political posturing. A liberal democrat councillor had resigned, due to bullying (the councillor had claimed).

**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.**

## **9 Burial Board**

### **a) Approval of updated Terms of Reference**

The PC briefly reviewed the Burial Board Terms of Reference. Cllr Burge proposed that the PC approved the updated version, Cllr Roberts seconded, all concurred.

### **b) Review of Cemetery fees**

The PC reviewed the updated Cemetery fees document. The PC approved the updated version nem.con. It was also agreed that the revised charges will apply from 1 August 2020.

Cllr Mulholland to send the final version of the documents to the Clerk who will put them on the PC website.

Cllr  
Mulholland /  
Clerk

Cllr Roberts left the meeting briefly at 20.43.

### **c) Alternative location for paperwork**

Cllr Mulholland said that he, Cllr Burge, Connie Burge and the Clerk had had an excellent shredding session last week where a lot of paperwork had been sorted and disposed of. There is not very much left now and what is will fit into one cupboard. But storing it in the Chapel (especially during winter) might not be the best place due to damp. A better location for the paperwork might be the Village Hall cellar. Mrs Woods said that she thought that the cupboard would not fit in the VH. This matter might be considered further outside the meeting.

Cllr Roberts re-joined the meeting at 20.45.

**d) Approval of Ian Wilson’s quote (23-June) for work on chapel\***

The Burial Board had considered Ian Wilson’s quote of £1,500.04 for repairs to the chapel in their meeting on 25 June, and they recommended approval. Cllr Roberts proposed, Cllr Mulholland seconded, all concurred. Cllr Mulholland to let Ian know.

Cllr  
Mulholland

**e) Transfer of ERB / Additional inscription to Adams Memorial (plot 396)\***

The Clerk had completed the transfer of Exclusive Right of Burial for plot 396 from Mrs Adams to the daughter. The additional wording to go on the memorial had been agreed via email to be acceptable by the PC; this was formally approved in the meeting.

**f) Approval of memorial design – Mr Barry Love (plot 500)**

The design for the memorial for Mr Barry Love was considered by the PC. Cllr Mulholland proposed that the design be approved, all concurred. Clerk to let Ivett & Reed know.

Clerk

**10 Planning Committee**

**a) 20/1577/TTCA – Old Barn House, High Street, Fowlmere**

Proposal: removal to ground level of T1 - Mature Leylandii tree that is causing structural damage to the adjacent wall. There were no objections to the proposal, therefore no comments will be returned.

**11 Website accessibility – accessibility statement required by 23 September**

Advice from NALC on parish councils’ website accessibility requirements says that councils should have a plan of action and an accessibility statement in place by the 23 September 2020. The Internal Auditor had advised that the current PC website was quite good as most of the documents on it are PDFs; possibly adding an accessibility widget might improve navigation of the site. The PC just needs to upload an accessibility statement to comply with the requirement.

Clerk and Cllr Burge to draft an accessibility statement to be approved by the PC and be uploaded to the website by 23 Sept.

Clerk and Cllr  
Burge

The PC also discussed PC-specific email addresses. It was decided that ‘NAME@fowlmereparishcouncil.gov.uk’ addresses would be best. Cllr Collinson to proceed with obtaining the package of PC email addresses along with the domain name for possibly hosting a new PC website in the future.

Cllr Collinson

**12 St Mary’s Wall update**

Glen Johnson had submitted photos of the bricks to the Conservation Officer at SCDC, (as per conditions for planning approval). He had also made good progress in cutting down the self-seeded trees that had pushed the wall over, and in taking down the collapsed and buckled section of wall. Most of the trees had seeded in the softer soil within the graves themselves. One of the graves near the wall had subsided enough to create quite a deep hole that poses a hazard. [After the meeting it was reported that another grave next to the wall has a tree growing out of it that needs to be removed and the hole filled.] Clerk to notify the PCC, and then ask Hardys to quote to fill in the holes with top-soil and seed.

Clerk

**13 Bus service 31**

The Public Transport Team at CCC informed the PC that due to problems with manoeuvring the bus safely in Chrishall Road because of all the on-street parking there,

the bus operator of service 31 was proposing that journeys terminating in Fowlmere would do so at the war memorial bus stop instead of on Chrishall Rd; journeys beginning or ending at Barley would continue to serve Chrishall Rd and London Rd. The PC did not support the route change. It was suggested that the bus can still turn round in Chrishall Rd by reversing into the entrance road to the Village Hall and doing a 3-point turn. Mrs Woods said that the bus drivers would need to be careful to not knock down any signage in the entrance road to the Village Hall.

## **14 Road Safety**

### **a) LHI Application Update\***

Installation of the traffic calming measures will take place between 24 July & 4 August.

### **b) SatNav errors\***

Cllr Hobro had circulated to the PC instructions to submit mapping corrections to Google. All to action the mapping corrections.

All

### **c) VAS / MVAS poles\***

This matter was discussed in item 7.

### **c) Road closures**

There are highway works in Fowlmere from 24 Jul to 4 Aug for installation of the traffic calming measures; Long Lane will be closed between 3-4 August. Also, Long Lane will be closed from 14-15 Aug 2020 from Rectory Lane to just before Mill Road.

## **15 Trees, Grass and Hedges**

### **a) Tree Survey update**

TPOs applications have received for emergency work on the 4 trees at the cemetery, and the 2 ashes in the moat, but not the G9 group of elms in the moat. Clerk had asked James Cattle about this but no reply as yet. The Clerk had also asked Shires for a quote for the other tree work in the tree survey. Clerk to approach another 2 tree surgeries for quotes for this work.

Clerk

## **16 Finance & General Purposes**

### **a) Report from Finance meeting**

Cllr Burge summarised the findings from the Finance meeting regarding income and expenditure. The spend in this financial year to date showed that the PC had not spent as much as predicted (just over £11,000 versus £13,000). This is positive as the PC will have some large expenditure to come such as the tree work.

### **b) Approval of updated FPC documents – Terms of Reference, Finance Regulations, GDPR register**

Cllr Burge had circulated the updated Finance Committee Terms of Reference and Finance Regulations before the meeting. The updates were reviewed by the PC. Cllr Roberts proposed that the PC adopt the updated Terms of Reference document, Cllr Lennon seconded, all concurred. Cllr Roberts proposed that the PC adopt the updated Finance Regulations, Cllr Hobro seconded, all concurred.

Cllr Burge to finalise the documents, Clerk to upload them to the PC website.

Cllr Burge /

Cllr Burge and the Clerk will work on updating the he GDPR register and bring to the PC in the Autumn. Cllr Wragg thanked everybody for their work on this.

Clerk



## Annex A – Cambridgeshire County Councillor Peter McDonald’s Report – July 2020

### **C19 Local Outbreak Control Plan**

The Government announced in May that part of its national strategy to manage and control the pandemic is for every area in England to develop a Local Outbreak Control Plan for COVID-19 by the end of June 2020. In Cambridgeshire and Peterborough our OCP builds on existing outbreak plans and relies on working closely with our local communities to reduce the risk of transmission of the infection, establish systems to identify new cases and reduce outbreaks. Where clusters of new COVID-19 cases arise we will identify them swiftly, and working with Public Health England Health Protection Team, will put measures in place to control them, so we can support the continued lifting of lockdown restrictions and the gradual return to normal life. The link to the plan is here:

<file:///C:/Temp/ab098/Downloads/cambridgeshire-and-peterborough-local-outbreak-control-plan-v--.pdf>

### **New Fostering Campaign**

Cambridgeshire County Council wants to hear from anyone who is considering fostering in order to provide support, love and stability to children and young people.

To emphasise the importance of a stable home children from both Neale Wade academy in March and the Thomas Deacon Academy in Peterborough schools have recorded a special ‘Home’ poem on video, which highlights which bits of home are important to them. The video delivers a powerful message that no child should be without a home and the stability of a family environment.

Every day over 300 foster carers from across Cambridgeshire and Peterborough give over 1,000 fostered children and young people a safe and loving home.

Cambridgeshire County Council wants to encourage people to find out more about how they can inspire children and young people to reach their full potential. During Covid-19 both local authorities have been progressing enquiries over the telephone and by video call, but many more foster carers are needed to help support children over 10, teenagers and sibling groups.

If you are over 21 and have a spare bedroom in your home then you should not rule yourself out based on age, disability, ethnicity, gender identification, religion or sexual orientation. Carers can be single or in a relationship, own or rent their own home, have their own children or be child-free.

Carers receive payments and allowances to help cover their time and expenses, as well as advice and guidance so they are supported every step of the way.

Cambridgeshire County Council encourages you to find out more about fostering, visit the [Cambridgeshire](https://www.cambridgeshire.gov.uk) website. Alternatively, email [fostering@cambridgeshire.gov.uk](mailto:fostering@cambridgeshire.gov.uk) or call 0800 052 0078.

### **BAME Issues**

Cambridgeshire County Council has spoken out about its commitment to tackling inequalities Black, Asian and Minority Ethnic (BAME) communities face every day.

Cambridgeshire County Council already has two working groups to tackle BAME inequalities – one of which is member led and one which is officer led.

Cllr Criswell has asked that the cross-party Tackling Poverty and Multiple Deprivation working group to consider this as part of its work. The working group is already focussing on four key themes:

- Increasing household income and reducing household costs
- Improving literacy, increasing education standards, and improving adult skills
- Strengthening families and communities
- Promoting long term economic growth

### **Library Services**

Book lovers can now order titles and collect them from libraries in Cambridgeshire from next week.

Following government guidance, Cambridgeshire County Council is starting a phased re-opening of library services from Monday 6 July, in line with the latest health and safety guidelines.

The council’s nine major libraries (Cambridge Central, Huntingdon, St Ives, St Neots, Bar Hill, Cambourne, Ely, March, Wisbech) will be re-opening from next week - opening times are available [here](#).

In order to maintain a safe environment, a number of service changes have been made. Customers will be

## **Annex A – Cambridgeshire County Councillor Peter McDonald’s Report – July 2020**

required to maintain social distancing outside library entrances and once inside the buildings, will not be able to browse titles.

To help people access the books they want, the council is introducing a new service called ‘Select and Collect’. Customers can choose titles according to their preferences (e.g. genre, fiction, non-fiction, talking books, children’s books etc.) and then collect them from libraries.

Order a book using Select and Collect [here](#) or call the Customer Service Centre on 0345 045 5225. Customers will be notified when their books are ready to collect. Reservations will be reintroduced from June 29 to allow customers to request individual titles.

The council plans opening all remaining libraries from 3 August for two days per week and will continue to review the situation.

Library meeting rooms will remain closed and events and activities will not resume until it is safe to do so. Mobile library services will also remain closed until further notice.

Public access IT facilities will be available by appointment only, with a limit of one 45 minute appointment per day per customers.

Read more about our library services [here](#).

Our archives service is also re-opening; read more [here](#).

### **Foxton Travel Hub**

This proposal for the travel (Southern option) was approved at the June 25<sup>th</sup> Board, however the Officers have been asked to re-look in the context of C19 and the benefit to the Local Community.

There is a new discussion on a bridge crossing on the A10 and leaves this open to National Rail to propose.

### **Communities Capital Fund**

The fund was over-subscribed and we are waiting to see if we can access mobile classrooms from County stock for both Foxton & Fowlmere.

### **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

Peter McDonald July 6<sup>th</sup> 2020