

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE PAVILLION ROOM, VILLAGE HALL, FOWLMERE
TUESDAY 6TH NOVEMBER 2018 AT 7:15 PM**

PRESENT:

Cllr L Wragg (Chairman), Cllr P Burge, Cllr S Mulholland, Cllr Sunderland, Cllr M Vinton, Cllr T Bearpark and Cllr D Roberts (taking Minutes)

IN ATTENDANCE:

Mr Peter Collinson and two members of the public

1. APOLOGIES FOR ABSENCE:

There were apologies for absence from Cllr C Howe and from Ms K Byrne (Clerk).

2. DECLARATION OF INTEREST IN AGENDA ITEMS:

There were no declarations of interest.

3. MINUTES OF THE FINANCE MEETING OF 11TH SEPT 2018:

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee**
held in the URC, Chapel Lane, Fowlmere
Tuesday 11th September 2018 at 7:00 pm

Present:

Cllr P Burge (Chair), Cllr L Wragg, Cllr T Bearpark, Cllr S Mulholland, Cllr C Howe and Cllr M Sunderland

Also in Attendance: Ms K Byrne (Clerk), Mrs D Woods

		Actions
1.	Apologies for Absence: Cllr D Roberts and Cllr M Vinton	
2.	Minutes of the Previous Meeting (17th July) / Matters Arising: The minutes were agreed as a true record, and were signed by Cllr Burge. They are incorporated into the PC Minutes of 11 September 2018. Matters Arising – none.	
3.	Bank Accounts – updating signatories Cllrs Burge, Wragg and Sunderland completed the necessary paperwork to change signatories on the Santander account. As Cllr Vinton was not present, the clerk will arrange to meet him later to complete the paperwork on the Santander and Unity Trust bank accounts. Fowlmere PC now have the Unity Trust accounts working fully and have carried out several successful bank transfers. Clerk to notify the signatories when the transfers have been set up as Unity Trust do not appear to do this when authorisations are required.	Clerk Clerk

4.	<p>Review of Income and Expenditure</p> <p>Before the meeting, Cllr Burge had spent some time reviewing the PC's expenditure over the last few years and had produced and brought along copies of his spreadsheet showing budget, actual spend and variance over the last five years including forecast spent for 2018-2019 broken down into categories of expenditure. The PC reviewed the figures. Cllr Burge said that some items such as green spaces and public areas (trees and protected verges) has been costing us more recently than it had historically, this is largely due to the tree work that was carried out last year and is scheduled to be carried out imminently in this tax year.</p> <p>Cllr Howe said that it would be good to review our internal auditors as the costs have gone up by a third since 2014. Cllr Burge agreed adding that a couple of errors had crept through in the audit of the 2017-2018 accounts.</p>	
5.	<p>Precept</p> <p>a) Draft Budget Proposal</p> <p>Cllr Burge had produced a spreadsheet of all the SCDC parish council's precept amounts for 2018-2019. Fowlmere's precept is below average and below the average of the group villages. Also, Fowlmere's precept increase from last year was 2.1% compared with an average increase of 5.1%. Given this and the analysis of expenditure (described above), Cllr Burge proposed that the precept budget for 2019-2020 should increase by 5.4%. This would still be less of an increase than other similar group villages. Cllr Sunderland supported this idea but said that FPC would need to be seen to be spending more money around the village. Cllr Mulholland said that traffic calming initiatives would be a good, visible thing to spend the money on. Cllr Burge said also that the tree work needs to be undertaken imminently and we need to keep on top if this in coming years, hence a need to increase the budget precept by more than in recent years. Cllr Wragg supported the increase. Cllr Howe asked if the bill for the SID had come in; it hasn't. It is expected to be around £700. The SID needs to be added to the Asset register.</p> <p>The decision about the precept budget increase will be further discussed in the next PC meeting. Clerk to add it to the October PC meeting agenda.</p>	<p>Clerk</p> <p>Clerk</p>
6.	<p>Trees, Grass and Hedges and General Purposes</p> <p>a) Village Tree Work - Schedules B and C</p> <p>The next phase of the tree work is due to start this autumn.</p> <p>The quotes received so far had been circulated to the Cllrs before the meeting. The PC inspected the quotes. Cllr Burge said that although not all three quotes were complete there was sufficient overlap of the figures to compare prices. Cllr Burge said that Rob Watkin's quote was not only the cheapest, but he had also suggested additional work required on dead or dying trees that were not on the tree survey schedule; he recommended that the PC should go ahead with Rob Watkin's quote along with the additional work. Cllr Wragg proposed this action, Cllr Sunderland seconded, all voted in favour. Clerk to notify Rob Watkins.</p> <p>Once Rob Watkin's schedule for cutting the trees is known the PC will let villagers know via the FaTN and Fowlmere PC Facebook.</p> <p>b) Insurance claims - Butts fence & Cemetery Chapel</p> <p>Regarding the car fire and claim for repairs to the Butts fence, Cllr Burge said that the PC should write back to our insurers to say that we do not agree with the underwriter's assessment and we have evidence that it is the car that set the fence on fire, plus there are eye witnesses willing to attest to this. Cllr Howe concurred saying that we should add the</p>	<p>Clerk</p> <p>Clerk</p>

	<p>words WITHOUT PREJUDICE to the letter. Clerk to prepare the letter. And meanwhile to ask Dave Salmons to get on with the fence repairs.</p> <p>Regarding the Cemetery break-in and theft, the Clerk had notified the insurers of this and opened a claim. The insurers have asked for photos, details of quotes received for the repairs and whether the police have caught anybody. Cllr Mulholland confirmed that the Police haven't yet caught anybody; he will send the Clerk details of the quotes he has received and any additional photographs. Clerk to reply to the insurers.</p> <p>c) Community Orchard</p> <p>Two quotes have been received so far</p> <p>Cllr Wragg proposed that when the third quote comes in the PC will decide via email which quote to accept. This item was further discussed in the PC meeting item 10c.</p>	Cllr Mulholland / Clerk
7.	<p>Accounting Software trial (RBS Rialtas)</p> <p>Clerk to try the software out and report back.</p>	Clerk
8.	<p>Future Projects</p> <p>The application for LHI funding submitted in July for traffic calming initiatives in the village will, if successful, require FPC to make a contribution. The amount is as yet unknown but may be around £2,000. The PC has yet to hear anything regarding the application. Clerk to get in touch with Josh Rutherford at CCC to ask for feedback on the LHI application.</p>	Clerk
9.	<p>Other Matters</p> <p>a) External Auditors</p> <p>The external auditors (PKF Littlejohn) have asked a couple of questions about the 2017-2018 accounts. Clerk to liaise with Cllr Burge regarding the answers, and reply to the auditors.</p>	Clerk / Cllr Burge
10.	<p>Date of Next Meeting</p> <p>Tuesday 20 the November 2018 in the Pavilion Room, Fowlmere Village Hall.</p> <p>The meeting closed at 19.56.</p>	

The minutes were approved and signed by the Chairman Cllr Wragg.

4. OTHER MATTERS (for information only)

The Chairman recorded the grateful thanks of the Council to Cllr Burge for his excellent work on the budget.

Cllr Vinton was thanked for the excellent work on the memorial well in preparation for Armistice Day.

Cllr Mulholland announced that work to install the outdoor gym equipment near the Village Hall would start on 7 November 2018.

The meeting closed at 7:20pm

The date of the next PC meeting is Tuesday 20th November 2018 at 7:30pm at the Pavilion Room, Fowlmere Village Hall.