

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee**  
held in the School Room, URC, Chapel Lane, Fowlmere  
**Tuesday 16<sup>th</sup> July 2019 at 7.00 pm**

**Present:**

Cllr P Burge (Chair), Cllr D Roberts and Cllr S Mulholland

**Also in Attendance:** Ms K Byrne (Clerk), Mrs Woods and 2 members of the public

**Actions**

**1 Apologies for Absence**

There were apologies for absence from Cllr L Wragg and Cllr C Howe; Cllr Vinton was absent.

**2 Minutes of Previous Meeting / Matters Arising**

The Finance Minutes of 16 April 2019 had been agreed, and signed and are incorporated into the PC minutes of 21 May 2019. Matters Arising – none.

**3 Committee Terms of Reference**

The Committee considered the draft Terms of Reference document prepared by Cllr Burge. Cllr Burge summarised the clauses. Some changes were suggested.

Cllr Burge to update the Terms of Reference document and circulate. This will be reviewed in the PC meeting on 10<sup>th</sup> September.

Cllr  
Burge

**4 Review of Income and Expenditure**

Before the meeting, the Clerk had circulated the Bank Reconciliation spreadsheet for July and the PC Accounts 2019-2020 spreadsheet to the PC. Expenditure versus budget was reviewed; Cllr Burge said that expenditure was in line with the budget, and there were no concerns.

**a) Section 106**

The PC has spent £37,884 of the £51,771 Section 106 money received since 2014. These figures concur with James Fisher's at SCDC. Cllr Burge said that the PC had made some good investments such as in play equipment for the Butts playground, an outdoor table tennis table, and outdoor gym equipment for the Village Hall. There is just under £14,000 to spend in the next 4 to 5 years on existing and new outdoor facilities; at the moment there are no housing proposals that would generate more S106 money.

**b) Village Hall Requests – changing rooms, gravelling boundary**

Mrs Woods said that Fowlmere Village Hall has now received all 3 Hallmark Accreditations, and is only the second Village Hall in Cambridgeshire to have done so. Mrs Woods said that the Village Hall Management Committee (VHMC) would like to withdraw the request for financial assistance for gravelling the boundary. Regarding the changing rooms renovations, Mrs Woods said she hopes that the quote will be around £45-50,000. Cllr Roberts asked Mrs Woods how much the VHMC would be willing to contribute, but Mrs Woods said that she is not yet sure how much she can raise with grants and fund raising. Cllr Burge said that spending the rest of the S106 money would need to be discussed at a full PC meeting, as the Community Orchard

will require some funding too, should it go ahead. Cllr Mulholland said that the area where the old swings were on the Butts playground could perhaps have something installed for the children to play on..

This to be considered in the September PC meeting – Clerk to put on the Agenda.

Clerk

**c) LHI project**

John O'Donnell is the project engineer at CCC Highways who is now leading this project. He has said that he anticipates the consultation to be in September/October and delivery of the project is predicted for Jan-Mar 2020. The PC's contribution is estimated to be £22,000.

**d) Registering village land**

Hewitsons have been instructed to proceed with first registration of the Village Hall land, the quote for which is £800-960 +VAT. Registering of the Butts recreation ground and the Cemetery will be put on hold for now, and may be progressed in the next Financial Year.

**e) Cemetery expenditure**

Cemetery costs over the next few months will include: purchasing and assembling a new shed and removing the old shed, purchasing 3 watering cans, pollarding the Lime trees, costs for levelling / filling in and seeding 12 plots, finishing the jobs Hardys are already scheduled to carry out – removing the hedge and sucker trees, then removing the iron fence and grading the soil, removing spoil from the boundary.

**5 Assess new contracts**

**a) Handyman**

Dave Salmons will be leaving the area but not as soon as previously thought. The PC needs to find an alternative handyman in the next few months.

Cllr Burge noticed that a fence post on the Butts between 3 and 4 Westfield Road needs replacing; Clerk to ask Dave Salmons to quote for that.

Clerk

**b) Grass-cutting**

Cllr Burge said that there are no contracts in place at present but there are work schedules. The PC should prepare contracts with Hardys, to put the arrangement on a more formal basis. Clerk to put this on the next Finance Agenda.

Clerk

**c) Gardening**

As above.

**6 Trees, Grass, Hedges and General Purposes**

**a) Tree survey**

Cllr Burge said that the PC need to get the current tree work finished and get a new survey commissioned; all concurred. Clerk to chase Rob Watkins about the remaining tree work and if by Sept there is no response then get some other quotes.

Clerk

Clerk to ask Acacia, Shires and Shelford tree surgery for quotes for a new tree survey.

Clerk

**b) Repairs to St Marys churchyard wall**

Cllr Burge met the Church wardens; it was agreed that it is a priority to do the work before winter. The PC have a preferred contractor, and the PCC were happy with this, but they need to notify the diocese with a notice of works. The PC need to contact SCDC historic buildings regarding curtilage listing. Cllr Burge to do this.

Cllr  
Burge

**c) Community orchard – costs & benefits**

Cllr Burge has a meeting with Martin Hardy to discuss the possible costs of clearing and maintaining the site. Cllr Burge will then develop a business case, to include grants / community involvement / ongoing costs / legal costs. Cllr Mulholland suggested that income may be made from e.g. apple trees by selling the apples. Cllr Topping had previously warned that this land may be put forward as a site for the next local plan. However, the business case should still be developed.

Cllr  
Burge

## **7 Future Projects**

### **a) Traffic calming**

The PC has a general reserve of around £37,000 (not including the S106 money) which is equivalent to approximately 11-12 months of the precept amount. The PC should have between 3- and 12-month's expenditure in reserve. Therefore, the PC could spend £27,000 and still have 3 month's expenditure in reserve. The PC's contribution towards the LHI traffic calming scheme is estimated to be £22,000.

## **8 Other Matters**

### **a) Review of in-house check on play equipment (≥4 times a year).**

Cllr Burge had recently checked the play equipment at both sites – Village Hall and the Butts playground; he is happy to monitor the play equipment regularly. (Cllr Bearpark had previously offered to monitor the play equipment at the Village Hall.)

## **9 Date of Next Meeting**

15<sup>th</sup> October 2019.

The meeting closed at 19:47.