

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL HELD**
IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE
TUESDAY 10th SEPTEMBER 2019 AT 7:30 PM

PRESENT: Cllr L Wragg, Cllr C Howe, Cllr T Bearpark, Cllr P Burge, Cllr S Mulholland, Cllr P Collinson and Cllr R Lennon

IN ATTENDANCE: Ms K Byrne (Clerk), Mrs Woods, and 2 members of the public (who left at 21:00)

Actions

1 Apologies for Absence

There were apologies for absence from Cllr D Roberts and Cllr M Vinton.

2 Declaration of Interest in agenda items

Cllr Burge declared an interest in item 17c.

3 Minutes of the Parish Council Meeting of 16th July 2019

The Chairman proposed to go to item 5 and then return to item 3. All concurred.

The minutes were agreed as a true record, and were signed by Cllr Wragg.

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

Cllr Burge noted that the Section 137 document was now completed and has been circulated to the PC.

5 New Councillor Co-option

Cllr Burge nominated that Ros Lennon be co-opted onto the Parish Council, Cllr Howe seconded and was voted nem. con. Ros Lennon completed the Declaration of Acceptance of Office form in the presence of the Clerk to become a Parish Councillor. The Clerk counter-signed the form. Cllr Lennon had also completed the Member's Interests form. Clerk to send a copy to SCDC Monitoring Officer.

Clerk

Cllr Wragg welcomed Cllr Lennon to the Parish Council.

6 Adoption of Committees' Terms of Reference documents

All Terms of Reference documents were reviewed, and some minor editorial changes were suggested. Cllrs Burge and Mulholland to amend and circulate the final versions to Cllr Wragg and the Clerk. The documents were adopted by the PC substantially in the form tabled. Cllr Collinson proposed, and Cllr Bearpark seconded, and all concurred. Clerk to upload final versions to the FPC website.

Cllrs Burge
&
Mulholland
Clerk

7 Village Hall

a) Changing Room Refurbishment

Mrs Woods said that the Village Hall Management Committee (VHMC) had decided to not go ahead with the building work for the changing rooms but instead just refurbish them. Mrs Woods will get some new quotes for this and pass them to Cllr Burge. Cllr

Actions

Burge said that he will look at the quotes before the next meeting so that he can prepare a proposal.

Cllr Burge

8 County Council Matters

Cllr Topping did not attend the meeting but sent a report after the meeting – see Annex A.

9 District Council Update

Cllr Roberts was unable to attend the meeting and there was no report.

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

A member of the public asked about getting rid of tree stumps in front of the dog bin at the exit of the Village Hall. Mrs Woods said that the VHMC would take care of this. He also asked whether another dog bin could be provided somewhere on the road up to Manor Farm, with the landowner's permission. Cllr Burge explained that the bins will not be emptied by SCDC if they are not at the roadside. However, the PC could provide a larger dog bin at the location of the junction with London Road. [Later in the meeting Cllr Burge found a price for a 50L bin, £227.20+VAT from Glasdon. The PC unanimously approved buying it.] Clerk to purchase the 50L bin from Glasdon.

Clerk

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

10 Burial Board

a) Cemetery Windows update

The Cemetery windows have been restored and re-fitted, but one of the windows still needs to be painted. Cllr Mulholland said the contractor has done an excellent job. The other windows in the chapel could be similarly restored. Clerk to ask Cambridge Stained Glass for a quote.

Clerk

b) Other jobs at the Cemetery

Martin Hardy has quoted for levelling and seeding graves (£380.00) and pollarding trees (£175.00). Cllr Burge proposed that the PC move forward with the quoted items from Martin Hardy. Cllr Mulholland seconded, and all concurred. Clerk to ask Hardys to proceed with the work. Also, Clerk to ask Ian Wilson if he would fit a rain stop below the chapel door.

Clerk

c) Revaluing the Cemeteries for 2021 rating list (see 8-Aug email)

A form has been received from Stephen MacRae of the Valuation Office Agency to be completed. The PC will consider the questions asked and discuss at the next meeting.

All

11 Planning Committee

a) Housing Needs Survey / Cambridge ACRE

Cllr Burge said we are waiting to hear back from SCDC regarding the Housing survey.

b) Neighbourhood Plan Update

No update at present. Cllr Burge will contact SCDC and arrange a date.

Cllr Burge mentioned another planning matter, the Foxton Travel hub consultation (see <https://www.greatercambridge.org.uk/transport/transport-projects/foxton/>).

Actions

The PC had previously said that getting a cycle route between Fowlmere and Foxton would be useful. Cllr Burge to draft a letter on behalf of the PC in response to the consultation regarding a cycle route, car parking and underpass. Cllr Burge

12 Repairs to St Mary's wall

Approval has been received from Ely Diocese; no faculty is required. The Clerk submitted a Pre-application advice request to SCDC on 20-Aug, and is hoping to hear soon that the work can go ahead. Cllr Collinson proposed, and Cllr Howe seconded that Period Properties should get the contract. All concurred. Clerk to let the contractor know. Also, to chase SCDC. Clerk

13 Parish Council Assets

Hewitsons have completed the application for first registration of the land at the Village Hall, although the title registers and plans have not yet been received.

14 Street Lighting Parish Energy Handover

The Clerk has received a map from SCDC with 38 streetlights on, the same as to the Balfour Beatty map, although the CCC spreadsheet has only 36 lights on it. Cllr Burge said that he thought the 38 number was the correct one. Clerk to proceed with getting electricity quotes for the 38 streetlights. Clerk

15 Fowlmere PC Website and meetings

The Minutes on the website have been separated but the format is untidy. The Clerk to continue to try to contact Jo Asquith the website designer to ask if she can tidy it up. Clerk

The Clerk said that the internal auditor had raised the question as to whether the PC meetings should be held at the URC hall, as it may put off people of non-Christian religions and none from attending. The PC considered this but decided that as the meetings are held in the School Room rather than in the church itself, that it should not be considered a problem. The Clerk also asked if the September meeting should continue to be held on the second rather than the third Tuesday (as it could be confusing for some). The PC will consider this again in June 2020.

16 Road Safety

a) LHI Application Update

Cllrs Howe, Wragg and the Clerk met John O'Donnell and his colleague James on Tuesday 20th and went through the plan in detail, and suggested a few changes. The plan has now been revised and the costs are expected to be similar to previously estimated: £32,000, with Fowlmere PC paying approximately £22,000.

Cllr Wragg talked through the plan. Questions were raised about dealing with speed on Chrishall Road, and maybe getting a speed bump outside Appleacre. Cllr Howe to draft an email to John O'Donnell to clarify if these changes can be made. Once the answers have been received, a leaflet will be prepared to be distributed to everyone in the village. Cllr Howe

Cllr Wragg thanked Cllr Howe for his hard work on this project.

Actions

b) Speedwatch Update

Cllr Howe has been away so there have not been any Speedwatch sessions, but they will be starting up again soon. Clerk to advertise again in FaTN for new volunteers.

Clerk

c) Improvements to Flint Cross Junction

An email has been received from Great Chishill regarding improvements (possible traffic lights) at Flint Cross. However, the CCC A505 project may take care of this issue.

d) Casualty Reduction Support Fund

Nothing to report.

e) HGVs in village

No progress.

17 Trees, Grass and Hedges

a) New Village Tree Survey

Clerk to get quotes for a new tree survey. Cllr Collinson, Cllr Bearpark and Clerk to form a working party to assist.

Cllrs
Collinson,
Bearpark &
Clerk

b) Trees and hedges in Johns Close (16-July email) and trees in moat

The trees in Johns Close will be inspected during the tree survey but if the residents of Johns Close wish to have the work carried out themselves the PC have no objections provided TPO permission is obtained from SCDC in advance.

Cllr Collinson said another 3 trees have fallen down in the Moat, one of which appears to have a cable in it. Cllr Mulholland to check if it is live.

Cllr
Mulholland

Cllr Mulholland suggested a group could be formed such as 'Friends of the Round Moat' to look after this area and make the most of the natural asset.

Cllr Collinson mentioned that a laurel tree on the corner of Ryecroft Lane at Walnut Tree Cottage is blocking a path. Cllr Collinson to ask the owner of Walnut Tree Cottage if they would trim it back. He also said that bushes and trees on Ryecroft opposite Johns Close are protruding into the road making it hard to pass in a car. Clerk to ask Martin Hardy to trim the hedges back a metre or so.

Cllr
Collinson

Clerk

c) Community Orchard update

Cllr Burge advised the PC that legal costs to get the lease for the land would be £3-4,000. Approximate quotes to clear the area and fence it with posts and cables etc. would be £5-6,000. However, Cllr Burge had discovered that there is asbestos present on the land, which would need to be removed by Cambridgeshire County Council before the PC would be able to commit to going ahead with the land transfer. The other issue is that in the Heads of Terms the CCC offer a 7-year lease, which could be cancelled by CCC at any time with one year's written notice.

Cllr Burge left the room at 21:20 whilst the PC discussed this item, since, as a near neighbour, he had a declared interest in this item.

Cllr Wragg said that CCC should be asked to remove the asbestos before anything else happens. Clerk to contact Cllr Topping about the asbestos, and to ask if CCC will remove

Clerk

Actions

the clause that they can take the lease back with one year's notice from the Heads of Terms as the PC consider this to be unacceptable. If the clause is non-negotiable then the PC would not wish to take this forward.

Cllr Burge re-entered the room at 21:23.

If the project moves forward then the PC would need to find out about how other parishes set up their own Community Orchard. Cllr Bearpark offered to lead on this project.

Cllr
Bearpark

18 Finance & General Purposes

a) Section 106 money – new play equipment for the Butts?

Cllr Mulholland said that 3 alternative suggestions for new play equipment for the Butts could be agreed between the PC and Fowlmere Primary school and then put to the children to vote which they prefer. Cllr Burge said that the equipment should be aimed at older children (5-12yrs) as the younger children are well catered for. Cllr Mulholland and Cllr Burge proposed they could have a site visit with a play equipment supplier such as Caloo and Mr Atkin to see what can be achieved for a budget of approximately £5-6,000 (installed). Cllr Mulholland to talk to Mr Atkin and Caloo about possibilities.

Cllr
Mulholland

b) Bills to be paid

S W Gardens and Landscapes - Gardening (Aug), £30.00

S W Gardens and Landscapes - Gardening (Sept), £30.00

Seniorlink Eldercare – Aug 2019, £83.40

Hardy Landscapes - Grasscutting (Aug), £1,524.60

Hardy Landscapes - Removing fallen Elm tree in Ryecroft Lane, £321.60

PKF Littlejohn - Audit Fee, £360.00

Hewitsons LLP (1st registration of Village Hall land), £1,194.00

Bills already approved / DD

K Byrne – Salary (Confidential)

K Byrne – NEST (refund), £49.21

19 Correspondence

a) Correspondence List - Sept 2019

The PC noted the correspondence.

b) Update from previous correspondence

The Clerk updated the PC on the response to previous correspondence following letters to The Green about the trees near St Mary's Walk; they have now cut that tree down plus others; they have also reinforced the wall on Savile Way. Regarding the loose gravel outside the property the owners said that this is the result of the pavement breaking up rather than gravel from the drive.

20 ACTION LIST UPDATE:

a) Ideas for Improvements to Village Life – Wildlife Fete on Butts 5 Oct

Stephen Hall had decided that it would be difficult to arrange so he has deferred the idea.

b) PC “No cold calling zone” for Fowlmere (note circulated)

Cllr Wragg asked if anybody want to take it on. Volunteers could be sought via the FaTN.

Clerk to include in the next FaTN article. Cllr Mulholland said that the street sign at Pipers Close still needs repairing (but the sign at the Triangle has been repaired). Clerk

Cllr Lennon said that she hopes to be of benefit to the Parish Council.

Cllr Burge said that the children’s camp on the Butts did not go ahead; it has been postponed until a future date.

21 Other Matters

Cllr Burge asked if any councillors would like to go to the training session in Melbourn on 21 September. Nobody was available that day.

The date of the next PC meeting is Tuesday 15th October 2019, 7:30pm at Pavilion Room, Village Hall.

The meeting closed at 21:45.

Annex A – County Report – from Councillor Peter Topping

Fowlmere Parish Council – September 2019

Roads and transport

1. The highways teams have been **resurfacing roads** through villages in the summer, and the quality seems to be very good. I have passed on both compliments and also grumbles where roads are closed off with not enough flexibility for people wanting to get back into their own village.
2. I met and went through the list of road signs and lines that need replacing and repainting, and drains that need unblocking, with the highways officer, in early September. He has a list and I will be checking progress. I was told all the drains would be unblocked including the ones at Sexton Cottage. I have chased up again on this.

3. Local Highways Initiative scheme – autumn work

Now is the time to liaise with the highways projects officers to arrange any site visits to make sure that the bids that were submitted over the summer have the support of the highways team. If left too late to arrange, the officers sometimes cannot come out to discuss, before they have to submit their write-ups on the proposals ready for the review board in January.

Longer term transport proposals – Combined Authority transport plan consultation, the A505 research, and the Greater Cambridge Partnership plans for the A10 corridor south of Cambridge.

4. The Combined Authority (CA) is now responsible for transport across Cambridgeshire. The districts and the county are all represented on the CA, and it has recently set out its proposals for transport and is seeking replies and comments on its draft transport plan. The consultation ends on 27 September. I have suggested where South Cambridgeshire villages should put in specific views and suggestions, such as tackling the different charges for the bus zones, which make bus travel very expensive for people in villages quite close to Cambridge, also opposing proposals for extending the M11 northwards, and pressing for a solution to pinch points like the Foxton Crossing and the A505.
5. I had a meeting to find out more about the A505 research proposals, and I have made the point that parish councils along the A505 must be offered the chance to input into the research.
6. I have written to the Greater Cambridge Partnership, and was at the Joint Assembly meeting on 12 September. I am arguing for a Local Liaison Forum for all the councils along the A10 south of Cambridge to be brought together and properly consulted on plans such as cycling routes, the park and ride at Harston/Haupton, which I oppose, and the park and train proposals at Foxton, which need to be improved.

Council finances

The county and the district councils are both investing in commercial properties in and around Cambridge in the hope that the revenues generated enable them to support front-line services. The latest example is the county council's investment in the old Tesco site in Newmarket Road in Cambridge. The district council has bought an office block on the Cambridge Science Park.

Streetlights

In the past the county council dealt with the energy providers on behalf of parish councils, but that scheme is due to end this autumn. One reason is because parish councils haven't in some cases been going directly to the energy companies and getting better deals. The new arrangements mean that rather than the parish council paying the county for the electricity that powers our streetlights, the parish council will have to engage directly with the energy companies. I have challenged this, and in particular asked for more time for parish councils to get their heads round all this, as the process is quite complex. Some parish councils are more ahead of this than others and I have passed on contact details. I have also challenged where a parish council has been sent the wrong information by the county, and this has been put right.

Annex A – County Report – from Councillor Peter Topping

Playgrounds

Where a village has a playground, and the parish council is responsible for its upkeep, there is supposed to be an annual ROSPA inspection which gives follow up action e.g. suggests repairs and things to look out for in future. I have been involved in the follow-up inspection for one village. The point is that best practice is that the parish council is supposed to regularly check the state of the play equipment and area, maybe every month, and keep on top of any problems, so that a minor repair does not become a major and costly one later on.

Environment and Recycling round-up – District Council grants scheme, Thriplow's Gravel Pit Hill, plastics, and the Vetspeed chimney

District Council Grants scheme

The Zero Carbon Community Grant

The current administration froze the eco grant which was previously available, there had been £50,000 allocated to this. The administration has increased this pot of money to £97,000 and have re-named the scheme The Zero Carbon Community Grant. The grant was launched on the 5th August and closes to applications on the 31st October. Applications can be made from any recognised groups (with a terms of reference and a constitution) including the Parish Council. The amount of money that can be applied for is between £1,000 - £15,000. It is expected that there will be some joint funding from the applicant or partnership agreement. Having attended the SCDC briefing on this grant, there seems to be a broad criteria of what can be applied for but essentially it is anything that reduces carbon emissions within the community / helps environment.

It must include community involvement plus one of the following:

A reduction in carbon emissions

A reduction in energy use

A renewable energy source or heat

Promotes sustainable travel

Increases recycling

Reduces waste

There is a lot more information on the SCDC website regarding this grant. It could be solar panels, solar lighting, water fountains, electric charging points, cycle paths, community energy source, insulation or anything else you as a parish can come up with it would be nice to get some applications in.

1. Charlton Autoparts on the A505 have put in for a planning application regarding their work of scrapping old vehicles. I asked for more details and they sent me a comprehensive reply.

All vehicle recyclers are required to have a Waste Management Licence, from the Environment Agency. Fluids from vehicles are removed via a closed system, to eliminate any spillages and contamination. Fluids are stored in bunded tanks and then collected by licenced companies.

Batteries are also removed, stored in a bunded container, and the number of tyres stored kept to a certain number to reduce fire risk. The centre deals with some 1500-2000 vehicles a year. There is an annual inspection of the site.

2. The **recycling depot** run by the county council at Thriplow Heath is to be reconfigured, to provide better facilities on site.

3. At the same time, a **permit scheme** is being introduced at the recycling depots. The scheme, starting in October, will better regulate the use of vans and trailers at HRCs helping to ensure only household waste is delivered to sites. Any resident planning to visit an HRC with a van or trailer will need to get an e-permit using

Annex A – County Report – from Councillor Peter Topping

an online system beforehand. These e-permits will be limited to 12 visits per year. As nearby counties have started charging for commercial waste, a lot more has been turning up at those recycling centres in this county – up a fifth in the last five years.

4. The planning application for a **taller chimney at the Vetspeed plant** along the A505 near Thriplow Heath expires at the end of September. The chimney was intended to be part of new method of disposing of waste. The county council, that granted the application despite a good deal of local opposition, has heard nothing from the applicants and so the planning application will lapse. This means that the existing arrangements for scrutinizing the waste products produced by the Vetspeed plant will need to continue to be properly scrutinized by the Environment Agency.

5. The county council has adopted a **plastics strategy** aimed at reducing and re-using plastics wherever possible before recycling. Schools will also be provided with resources to enable them to deliver plastic-free lunch days and encouraged to download lesson plans to educate pupils and their parents.

6. The amount of recycling that goes into our bins that is contaminated e.g. with food and therefore has to go to landfill has risen slightly and the councils are trying to get people to be more careful.

County Early Years and childcare training

The County Council manages an early years and childcare training centre, offering qualifications and accredited courses flexibly across the county. The centre is accredited with CACHE (the Council for Awards in Children's Care and Education) to deliver essential qualifications in early years, childcare and playwork. The work of the centre is subject to annual external verification by CACHE, to review the quality of its assessment and internal quality assurance processes. The monitoring officer from CACHE found the Early Years Training Centre to be **excellent across the board, with no actions**.

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