

MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL
which was held in the Pavilion Room, Village Hall
on Tuesday 18th May 2021 at 7:30pm

PRESENT: Cllr Roberts (acting Chairman until 19.45), Cllr S Mulholland (acting Chairman from 19.45), Cllr P Burge, Cllr C Howe, Cllr R Lennon, Cllr P Collinson and Cllr J Hobro

IN ATTENDANCE: Ms K Byrne (Clerk), Cllr P McDonald (who left at 20.47)

Before the meeting began, the Clerk advised the attendees that Covid-19 rules would apply, which include: scanning the QR code or providing name and contact details, using the one-way system when entering and leaving the venue, sanitising hands, wearing a face mask when not seated, sitting in the designated chairs only, and observing social distancing as far as possible.

The Clerk stated that the meeting would be audio recorded; the recording would be deleted after the minutes had been approved. There were no objections.

Actions

1 Election of Chairman

As Cllr Wragg was absent Cllr Roberts acted as Chairman, there were no objections.

Cllr Roberts asked for nominations for Chairman. Cllr Roberts proposed Cllr Wragg (in his absence), Cllr Howe seconded this motion; there were no further nominations and no objections. Cllr Wragg and the Clerk will sign the paperwork at the next opportunity.

ACTION – Cllr Wragg sign the Acceptance of Office form in the presence of the Clerk at the next opportunity

Cllr Wragg /
Clerk

Cllr Mulholland observed that Cllr Wragg will be commencing his 8th year as Chairman, and the PC must be cautious that being chairman does not become a burden. The PC could consider using the position of Vice-Chairman in rotation over the next few years to allow a number of councillors to gain experience and utilise the Chairmanship training on offer from SCDC, so that the PC has a depth from which to draw from when the time comes to elect a new Chairman. Cllr Roberts said that the roles of Chairman and Vice-Chairman can involve a lot of work and being available during the day is often a benefit.

2 Apologies for Absence

There were apologies for absence from Cllr Wragg (due to illness).

3 Declaration of Interest in agenda items

There was none.

4 Election of Vice-Chairman & signing Declaration of Acceptance of Office

Nominations for Vice-Chairman were requested. Cllr Hobro proposed Cllr Mulholland, Cllr Burge seconded. Cllr Howe nominated Cllr Roberts, Cllr Collinson seconded. Cllrs Roberts and Mulholland left the room at 19.43 to allow for debate and a vote. Councillors voted to elect Cllr Mulholland as Vice-Chairman. Cllrs Roberts and Mulholland re-entered the room at 19.45. Cllr Mulholland signed the acceptance of office declaration, witnessed by the Clerk.

Cllr Mulholland took over the role as acting Chairman for the remainder of the meeting.

5 Minutes of the Parish Council Meeting – 22nd April 2021

The Minutes were reviewed. One item had been omitted from Section 17f, which was added. The Minutes were then agreed by all to be a true record, and were signed by Cllr Mulholland.

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

Cllr Burge said that regarding item 8a) Mrs Keppey had been proactive in applying for grant funding for the proposed scooter park but couldn't apply for one stream of funding as the PC

doesn't have a Safeguarding Policy or Equality and Diversity Policy. Cllr Burge suggested that he could draft policies for the PC to consider; Cllr Hobro said he will help with this.

ACTION – Cllrs Burge and Hobro to draft Safeguarding & Equality and Diversity Policies to present to the PC at the next meeting

Cllr Burge &
Cllr Hobro

Cllr Burge said that regarding item 8a) the list of S106 projects had been submitted to South Cambridgeshire District Council (SCDC).

7 Casual Vacancy update

The period to claim a poll had ended on 7 May 2021, and SCDC had confirmed there were no requests for election so the PC may fill the vacancy by co-option. The Clerk had put a Casual Vacancy notice on the FPC noticeboard, website and in the next issue of the Fowlmere & Thriplow news. The closing date for applications will be 30 June 2021. One application had been received so far.

8 County Council Matters (*written report*)

Cllr McDonald had submitted a written report (see Annex A). Additional to this, Cllr McDonald said that he had sent the letter regarding the Foxton travel to GCP with input from Foxton and Fowlmere PCs (he thanked Cllrs for their input). As a result the consultation has been stopped, until another meeting with interested parties has taken place.

Stephen Kelly will be holding a meeting on the Ox-Cam arc on 26 May 2021. Cllr McDonald will forward details to the PC, and check whether attendees need to register in advance.

Following the local elections on 6 May there had been changes at Cambridgeshire County Council (CCC). The Conservatives won 28 out of 61 seats and no longer have an overall majority, the Liberal Democrats won 20 seats and are now the largest party in the rainbow coalition (3 party + independents) that now controls the County Council. Cllr McDonald is now Chair of the highways and transport committee. The budget is set for the year but there will be some policy changes.

9 District Council Update

Cllr Roberts said there had been changes at SCDC with some recent by-elections, the other independent Cllr retired a year early, so Cllr Roberts is now the only independent. SCDC are going back to face-to-face meetings with its next meeting at Duxford IWM which has better ventilation. Cllr Roberts was concerned about the future for South Cambridgeshire: East-West rail is not being dealt with fairly (pitching the south of the district against the north); the expected Thakeham planning proposal had not been forthcoming; the Ox-Cam arc was also not being dealt with appropriately with political leaders not challenging whether there is a need for it and the large amount of proposed development. Cllr Roberts will be attending the Ox-Cam arc meeting.

10 Village Hall

Mrs Woods was not present at the meeting and had not sent a report.

a) Access

Cllr Roberts said a Fowlmere resident with limited mobility has been finding it impossible to access the Village Hall (VH) on her mobility scooter due to the speed bumps. This had been discussed by the PC last summer, and remained an unresolved issue. Cllr Roberts had reviewed legislation and a way needs to be found to provide access to the building for all including those with limited mobility. Cllr Lennon said she knows 2 other residents who use mobility scooters and would like to have access to the VH. Last year Cllr Mulholland had meet with Ian Wilson to explore cutting a trench through the bumps to allow such access, however, Mrs Woods (Chair of VHMC) had objected being concerned that motorcyclists would no longer be prevented from speeding down the access roads.

Cllr Burge said the VH grounds are part of the lease for which the VH Management Committee (VHMC) takes full responsibility, therefore the PC cannot insist on a course of action but can point out the need to comply with disability legislation. Cllr Mulholland will speak to Ian Wilson again

and prepare a costed proposal with several options including making a compacted pathway down the side of the entrance road. A meeting with VHMC will also be required.

ACTION – Cllr Mulholland to prepare a costed proposal to improve accessibility to the VH

Cllr
Mulholland

b) Representation on VHMC

Cllr Roberts said that the VHMC holding meetings in the afternoon excludes significant groups of people from attending. It was noted that the 3pm start time excludes all full-time working people and even those on the school run as 3pm is pick up time. All village groups are entitled to be represented. Cllr Mulholland noted that the Hallmark 3 requirements include accountability (such as displaying minutes on noticeboard or website) and inclusivity (e.g. committee actively encouraging community participation).

The PC agreed that it should acknowledge the achievements and hard work of the VHMC, however feels they need to continue to meet all the requirements of Hallmark 3 (even post assessment), along with complying with the Disability Discrimination Act.

ACTION – Cllrs Wragg and Mulholland to draft a response to the VHMC suggesting a meeting

Cllrs Wragg &
Mulholland

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

There were none.

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

11 Road Safety

a) Pathways & pavements

Cllr McDonald said he was still awaiting confirmation of the CCC budget. Cllr Hobro suggested that all pathway surfaces in the village could be assessed, and upgraded where necessary.

Cllr Roberts reported that a ditch on Long Lane was blocked, and asked Cllr McDonald to arrange for it to be unblocked. Cllr McDonald said he would.

ACTION – (i) Cllr McDonald to check the criteria for the budget for pathways;

Cllr McDonald

(ii) Cllr McDonald to get Highways Officers to sort out the drainage issues on Long Lane.

b) Traffic Strategy Report – follow up

Cllr Howe said that the recent M11 night-time closure had led to traffic jams on Long Lane in the middle of the night due to the additional Foxton roadworks causing confusion at the War Memorial junction. He had phoned Highways England to report it, if it happens again anybody can call and say it is an emergency (as it is a safety issue).

Cllr Howe had had a productive phone conversation with Mr Jason Usher from AJ Grabhire, who had agreed to ask his drivers to not take short cuts through Fowlmere, apart from when necessary for access or if there are road works. Cllr Howe will keep in touch with Mr Usher, and the previously agreed Zoom meeting will now not be required.

The PC was very pleased with Mr Usher / AJ Grabhire's helpful and considerate response.

c) Speedwatch

Cllr Howe had compiled a list of prospective locations to monitor within the 20mph speed-limit. The local speedwatch co-ordinator had made a site visit on 12 May. One issue was that the officer considered that speedwatch monitoring was not required in 20mph restriction zone, therefore they are unlikely to approve the sites. Another issue was the difficulty in obtaining a speedwatch device that monitors speeds of 20mph.

Cllr Howe said that regarding the MYSI speed indicator, Josh Rutherford (from Highways CCC) had managed to get SWARCO to agree to fix it free of charge – this is due to happen on Monday 24 May 2021.

d) Items reported to CCC Highways

The knocked over 20 mph sign had been reported to CCC on numerous occasions but it seems to keep being knocked over again.

Cllr Collinson asked about the possibility getting a speed camera van in Fowlmere. Cllr Howe said that the focus for the police was now on catching and prosecuting speeders rather than educating them. If enough speedwatch data were obtained then the PC can ask the police if they could send a speed camera van to Fowlmere.

Cllr Mulholland said that he had reported the broken Open Reach access box to CCC. It had been replaced and was no longer a trip hazard. Cllr Mulholland will circulate the link to the CCC website.

12 Reports from Meetings attended

a) Representation on the IWM Duxford Neighbours Forum

With Cllr Vinton's resignation the PC needed another representative on the IWM Duxford Neighbours Forum. Cllr Collinson volunteered (provided he can make the meetings).

Cllr Collinson had a meeting with Hardys about strimming in the Round Moat, who agreed in future to do less strimming of the edges. Cllr Collinson will prepare a map for mowing.

13 Parish Council Meetings venue(s) and dates

In recent years, the September PC meeting has in the past been held on the 2nd Tuesday rather than the 3rd Tuesday, as there is no meeting in August, however this had sometimes led to confusion. The PC decided that the September meeting will from now on be held on the 3rd Tuesday of the month – this years will then be Tuesday 21 September 2021.

The Clerk said she and Cllr Burge had COVID risk assessed the Pavilion Room but if the PC wish to use the URC School Room for the summer meetings then that would need to be risk assessed. The PC decided that the June and July meetings will be in Pavilion Room, after that it will be reviewed.

Cllr Burge said that holding planning meetings in the school may not be cost effective for the school as they cannot heat the main hall independently.

The VH does have a projector and screen, which is available as part of the room hire. The PC will therefore hold its next planning meeting in the Pavilion Room, and see how that works. In future, other options were to enquire if the URC have a projector and screen. And to explore whether SCDC has grants to purchase a projector.

14 Review of Annual Parish Meeting

Cllr Mulholland said that Mr Atkin had presented a wonderful report about the school year but it was a shame that only Mr Atkin and Mrs Woods had turned up.

The low attendance this year was probably due to the meeting being held online, and the late change of date, hence little opportunity to advertise widely. Next year the PC will need to be discussing advertising around March, as it did in 2019.

Cllr Mulholland added that Mr Atkin is leaving as head teacher at the end of the academic year. He proposed that the PC writes a letter of thanks to Mr Atkin for his work at the school, improving Ofsted standing etc. All concurred with this.

ACTION – PC to write a letter of thanks to Mr Atkin for his work at the school

Cllrs Wragg &
Mulholland

15 Burial Board

a) Recent and upcoming burials and memorials

A request for an additional inscription for Mr Pile (plot 389) had been approved by the Burial Board via email; the PC noted this.

Ivett & Reed had completed the work to level Mrs Harriss's memorial stone on plot 484.

The Clerk had completed and returned a Valuation Office questionnaire for assessment of the rateable value of the property.

b) Progress on works

Cllr Mulholland said Ian Wilson had now painted the doors, but the iron-work was still to be put back on.

16 Planning Committee

a) Applications Chrishall Road development (2001209FUL) – drainage strategy

Cllr Burge said the developers had contacted the PC about their foul drainage strategy for the housing development, the original proposal to use a drainage field was not practical, so the new scheme will need to be drained via the public system. One of the potential access points is at the Village Hall. Cllr Burge said the red line for the development site includes the drainage field so this would have to be redrawn, and should be flagged to SCDC planning officers.

Cllr Mulholland queried if as landowner of the VH, might be compensated for granting access to the sewers, the money could then be used for the benefit of the community. The PC decided it will respond to say it needs to see a full proposal and consult with its tenant.

ACTION – Cllr Burge and Clerk to send a response to the developers asking for a full proposal

Cllr Burge

17 Progress on New Website and PC Email addresses

Cllr Hobro had looked into 2commune as web site provider and circulated information about domain names, website formats, emails, social media etc. Following discussion, Cllr Collinson proposed that the PC opts for the longer domain name 'fowlmereparishcouncil.gov.uk', Cllr Lennon seconded, all concurred. It was also agreed that 10 email addresses will be included in the package.

Regarding website template options, Cllr Burge proposed that the PC opts for the Responsive Template; all concurred.

Regarding the social media option, the Clerk will ask other clerks what their experience of using the social media option was and report back. Cllr Hobro will find out whether the social media option can be added later for the same price.

ACTION – Cllr Hobro to find out whether the social media option can be added later for the same price; Clerk to survey clerks' experience with social media integration

Cllr Hobro /
Clerk

The quote from 2commune will be £2,250+VAT with social media integration, or £2,100+VAT without social media. Cllr Burge proposed, Cllr Collinson seconded, all concurred to go ahead with this package, with the decision of whether to integrate Social Media to be finalised later by email.

18 Trees, Grass and Hedges

The Clerk reported that Shires had completed work on the Cemetery trees and was now working on the trees in St Marys Churchyard.

The Shires quote to raise the crown of the lime tree on Butts Recreation ground was £80+VAT.

This work would be to improve sightlines across the rec for the school staff when the tree is in full leaf. Cllr Burge proposed the PC approve the quote, Cllr Mulholland seconded, all concurred. Clerk to ask Shires to go ahead.

19 Progress on grant-funded projects

a) Zero Carbon project – Cycle Stands

Cllr Hobro said the cycle stands had been installed at the Chequers, and were in sight of the road. Cllr Hobro proposed that a sign be displayed to say that cycle stands are for public use; there were no objections. Cllr Hobro will discuss this with the manager of the Chequers. The installation of the stands at St Mary's Church is likely to take a little more time.

Cllr Mulholland offered to take photos of the bike stands to put on Facebook and possibly in FaTN. Cllr Hobro will look into putting chippings down under the bike stands on the Butts as the grass has worn away.

b) Round Moat (Pebble) project

Cllr Collinson said he will prepare for sowing of wildflower seeds at the end of the season, ready for next year (as he had missed the sowing period for this year). He proposed that weed-suppressant membrane could be laid down to clear the grass in the wild-flower area (along Ryecroft Lane). Cllr Mulholland said a notice (physical and on Facebook) would be needed with a clear indication to the residents of what was happening. Cllr Collinson said the Cambridge Bat society will visit at end of month and more bat boxes will be installed.

ACTION – Cllr Collinson to put up a notice (physical and on Facebook) so residents know what is happening Cllr Collinson

20 Finance & General Purposes

a) Audit

The Clerk informed the PC that the internal audit has been completed. The auditor's report will be circulated shortly.

The Annual Governance statement and Accounting statements will be signed in the meeting on 15 June in time for submission to PKF Littlejohn before the deadline (2 July).

b) RoSPA

The PC considered the recent RoSPA reports. At the VH, the surface under the basket swing needs repair (surface edges are starting to lift). Clerk to the contact installer (HAGS) for their comments and a quote to repair. Then ask Ian Wilson to quote for the other issues that are a medium (yellow) or higher risk. RoSPA Playsafety had also provided checklists for inspecting the play equipment – this will be discussed further in the next Finance meeting.

ACTION – Clerk to contact HAGs and ask Ian Wilson to quote for repairing other issues that are a medium (yellow) or higher risk Clerk

c) Defibrillator

Cllr Burge reported that section 106 money cannot be used to purchase defibrillator, as was previously thought. It will cost around £2,000 to purchase another defibrillator (there is one already at the VH but not in the centre of village). Cllr Roberts questioned the effectiveness of defibrillators versus CPR training. Cllr Hobro suggested that the PC could ask for independent advice, perhaps from St Johns ambulance or other medical expert. Cllr Mulholland suggested that the PC could arrange first aid training from St Johns ambulance perhaps instead or as well as investing in another defibrillator. He will seek advice on this and report back.

d) Insurance renewal

The Clerk reported that Zurich's renewal quote was £1,812.19 (last year's premium was £1,160.45), this is likely due to the updated Asset Register total increasing from £178,288.84 to £298,181.45. Came and Company are preparing quotes, which should improve on Zurich's renewal quote. The PC agreed that if Came and Company can improve on Zurich's renewal quote for comparable insurance cover (quote & schedule to be approved via email) then the Clerk can proceed to get the new insurance in place by renewal date of 1 June 2021.

e) Bills to be paid

Hardy Landscapes – Grasscutting (April), £1,570.33

Hardy Landscapes – level and re-seed 2 graves at cemetery, £96.00

Seniorlink Eldercare – April 2021, £61.56

PlaySafety Ltd (RoSPA inspection), £291.00

Agriplant – Protected verges, £900.00

Ian Wilson – fitting bike stands (3 at Butts & 3 at VH), £540.00

LGS Services Audit Fee, £150.00

JDEcology – Two bat boxes [Pebble fund project], £84.00

Darren Steed – cutting roadside verge overhang [Pebble fund project], £160.00

L Wragg – refund (Monthly Zoom subscription - May 2021), £14.39

2Commune – £2,700 with social media integration, or £2,520 without social media

The bill payments were approved.

Bills already approved / Direct Debits

OPUS ENERGY LTD - 3 Apr to 2 May 2021, £161.62

EDF Energy – Cemetery Electricity, £11.00

The PC agreed to carry on paying for Zoom subscription in a monthly basis until the next Finance meeting, where it will be reviewed.

21 Correspondence

a) May Correspondence list

The PC noted the correspondence.

22 Action List Update

The Action List was reviewed and updated. Cllr Roberts said regarding the water courses, she had chased Pat Matthews repeatedly but so far with no response. She will continue to chase.

23 Ideas for Improvements to Village Life

a) Street Signs

Cllr Mulholland was still awaiting a reply from Gail Broom.

b) An additional village sign

Cllr Wragg was not present so this item was not discussed.

c) 915 Bus

Cllr Lennon said the 915 bus route had now started to serve Fowlmere. She was working with Stagecoach to arrange a new bus stop. It was noted that it will need to be rural in character and preserve the existing tiles. Cllr Lennon thanked Cllr McDonald for his help in this matter.

d) Future projects

Cllr Burge said regarding the milestone repainting project, all permissions were in place and Trinity Hall had agreed to fund the project. Cllr Burge asked whether the PC would be willing to buy materials and then invoice them (Trinity Hall). There were no objections.

The meeting closed at 22.14

Dates of next meetings:

Planning Committee Meeting	7:30pm Tuesday 27 th May 2021	– Pavilion Room, Village Hall
Finance Committee Meeting	June / July 2021 (TBD)	– TBD
PC Meeting	7:30pm Tuesday 15th June 2021	– Pavilion Room, Village Hall
BB Meeting	7:30pm Thursday 15th July 2021	– Cemetery Chapel

Annex A – Cambridgeshire County Councillor Peter McDonald’s Report

Report for Parish Councils – May 2021

Vaccination

You can see the daily data here:

<https://www.england.nhs.uk/statistics/statistical-work-areas/covid-19-vaccinations/>

Primary School Places

More were offered their first choice school – 94.5 per cent – than last year’s 93.7 per cent. This year 99 per cent were offered a place at one of their three chosen schools, compared with 98.6 per cent last year.

The proportion of pupils in Cambridgeshire offered a place at one of their first two choices was also up – from 97.9 per cent last year to 98.4 per cent this year.

Cambridgeshire County Council received 6420 applications for primary school places this year, compared with 6820 in 2020.

If parents have not yet applied for a place for this September, they should contact Cambridgeshire County Council at: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place>

Any parents unhappy with the place their child has been allocated can appeal Cambridgeshire County Council at: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals>

Foxton Travel Hub

Given lack of progress with officers we are now moving to the campaigning phase i.e. to stop the hub.

East West Rail

New dates have been announced for our programme of livechat and webinar sessions. The original events will go ahead as planned, with six additional livechat sessions and five new webinars planned over May and June.

- **Livechat sessions** are a great opportunity to ask our experts anything: the team will be on standby to answer any questions you may have, live
In Webinars, the team present prepared information about the project, ending the sessions with a question and answer session, grouping frequently asked questions for ease.

Livechat events	Tuesday 4 May, 6pm-8pm
Public live chat week 5	Wednesday 5 May: 6pm-8pm (new)
Public live chat week 6	Thursday 13 May, 10am - 12pm Saturday 15 May, 11am-1pm (new)
Public live chat week 7	Thursday 20 May, 10am - 12pm (new) Saturday 22 May, 10am - 12pm
Public live chat week 8	Monday 24 May, 2pm - 4pm Thursday 27 May, 6pm-8pm (new) Saturday 29 May, 2pm-4pm
Public live chat week 9	Monday 31 May, 2pm-4pm (new) Tuesday 1 June, 6pm - 8pm Wednesday 2 June, 6pm-8pm (new)

Webinar sessions

Please see below for the full list of future webinar sessions covering each section of the Consultation Document.

Harlton to Hauxton* and The Shelfords to Cambridge

Tuesday 11 May, 11am - 12pm

**Please note that this event was originally focused on Section E of the Consultation Document (Harlton to Hauxton) and will now be a combined event that will also cover Section F of the Consultation Document (The*

Annex A – Cambridgeshire County Councillor Peter McDonald’s Report

Shelfords to Cambridge)

The Shelfords to Cambridge* and Harlton to Hauxton

Monday 10 May, 7pm - 8pm

**Please note that this event was originally focused on Section F of the Consultation Document (The Shelfords to Cambridge) and will now be a combined event that will also cover Section E of the Consultation Document (Harlton to Hauxton)*

Thakeham

Updates as usual here: www.swcag.org.uk

Peter McDonald

May 1st 2021