

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL HELD**

on-line via Zoom at:

<https://us04web.zoom.us/j/71731745308?pwd=ODBNNEo1cEdmTW5kY29ZQmM2TWYxdz09>

Meeting ID: 717 3174 5308

TUESDAY 21ST APRIL 2020 AT 7:30 PM

PRESENT: Cllr L Wragg (Chairman), Cllr P Burge, Cllr S Mulholland, Cllr P Collinson, Cllr R Lennon, Cllr J Hobro and Cllr C Howe (who left at 20.45)

IN ATTENDANCE: Ms K Byrne (Clerk), Mrs D Woods, Cllr P McDonald (who left at 20.15) and Mr S Lester

Actions

Before the meeting began, the Chairman 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 D Roberts and Cllr M Vinton.

2 Declaration of Interest in agenda items

Cllr Burge declared a non-pecuniary interest in item 18d) as the land is near to his property. He said he will absent himself from the meeting while that matter is discussed.

3 Minutes of the Parish Council Meeting of 17th Mar 2020

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)

There was none.

5 PC New Councillor Co-option

Cllr Wragg nominated that Mr Hobro be co-opted as a councillor on the Parish Council, Cllr Burge seconded this, all concurred. This was voted nem. con.

Mr Hobro signed the Declaration of Acceptance of Office form, witnessed by the Clerk over Zoom, to become a Parish Councillor. The Clerk will counter-sign the form when she receives it.

ACTION – Cllr Hobro to deliver the Acceptance of Office form to the Clerk; Clerk to counter-sign. Cllr Hobro to complete and send the Member’s Interests form to SCDC Monitoring Officer and send a copy to the Clerk

Cllr Hobro /
Clerk

Cllr Wragg congratulated and welcomed Cllr Hobro on to the Parish Council.

6 Coronavirus Update

a) Annual Village Meeting – scheduled for 12 May 2020

The PC discussed whether to cancel the Annual Village Meeting for 2020 due to the Covid-19 pandemic. This was proposed by Cllr Collinson, seconded by Cllr Lennon, and was voted nem. con.

b) Annual Meeting of the Parish Council (AGM) – scheduled for 19 May 2020

Cllr Wragg agreed to serve as Chairman for another year, so the election of the PC Chairman can be deferred until 2021, as permitted in the new Coronavirus legislation. In light of this, the PC decided that the Annual Meeting of the Parish Council scheduled for 19th May will be a normal PC meeting. The Chairs of the Planning, Finance and Burial Board, and the Tree Officer all agreed to serve in those roles for another year.

ACTION – Clerk to check with Cllr Roberts and Cllr Vinton that they wish to continue in their roles as vice chairs for the next year. Clerk

With regards to making future online (Zoom) PC meetings more streamlined, Cllr Wragg suggested that the PC could discuss items on the Agenda outside the meetings. Cllr Howe suggested that such items could have a star next to them to indicate that these items have been previously discussed and agreed, and are to just be approved by the PC. Following further discussion, it was agreed that for future online meetings the Agenda would follow the usual format but items that had already been discussed and agreed by the PC outside of the meeting would have stars next to them (with a footnote to explain this). Where necessary, the email chain outlining the discussion could be inserted into the Minutes. However, all Finance matters should be discussed in a public meeting.

ACTION – Clerk to prepare online Meeting Agendas using the starred method described Clerk

7 Audit Matters

a) Asset Register review

The PC reviewed the Asset Register which had been updated by Cllr Mulholland and Cllr Wragg. Cllr Wragg thanked Cllr Mulholland for his work on this. The PC agreed to accept the Register, as updated in April 2020.

ACTION – Clerk to use the Asset List to obtain insurance quotes Clerk

8 Village Hall

a) Changing room refurbishment

Mrs Woods said that the Village Hall Management Committee (VHMC) are getting on with the second phase of the refurbishment, which will be finished when the materials become available again. Mrs Woods also said that the VH is closed until further notice, all bookings during that period having been cancelled, and the fees returned. Fortunately, most bookers have said they will be back to rearrange, and the cancelled caravan clubs have rebooked for 2021. The VHMC has no income at the moment, but services have been cancelled so the VHMC should be able to weather the next few months financially.

9 County Council Matters

a) Deer Warning Signage on Long Lane

Cllr Peter Mc Donald had arranged with John O’Brien that Cambridgeshire County Council (CCC) would provide 2 Deer Warning signs for Fowlmere. The PC considered the appropriate locations for the signs. It was decided that they would be located on Long Lane in the area between Willowside and Moor Lane. [The exact locations were identified the next morning by Cllr Wragg and Cllr McDonald as they walked around the village, and were subsequently agreed by the PC over email as follows:

Coming into the village from the A10 on Long Lane:

Just before North Farm House on the left hand side opposite Moor Lane.

Going out of the village on Long Lane:

Attached to the new lamp-post outside Willowside, just after the new houses on the right hand side.]

b) Community Orchard

Cllr McDonald had arranged for the removal of the asbestos on the CCC land, which was done by a professional asbestos removal company. The PC thanked him for his swift action.

Cllr Burge left the meeting at 19.59 as he had a declared interest in this item.

Following discussion of the lease arrangement in the Heads of Terms document, the PC asked Cllr McDonald to find out what the costs will be for a lease longer than 7 years.

ACTION – Cllr McDonald to find out what the costs for a longer lease would be.

Cllr
McDonald

Cllr Burge re-joined the meeting at 20.03.

c) Traffic Calming Scheme

Cllr McDonald reviewed on screen the locations of the proposed speed humps and cushions. Cllr Howe clarified some of the developments in the scheme. Cllr McDonald arranged to walk around the locations with Cllr Wragg the next morning (22 April) in readiness for the delegated decision meeting which he was attending on Friday 24 April.

10 District Council Update

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

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.

11 Burial Board

a) Chapel Repairs

Mr Johnson has not yet indicated when he will be able to start the repairs.

12 Planning Committee

a) 5-year land supply status

On the 1 April, the 5-year land supply was calculated as 5.4 years. This is based on Cambridge City Council and SCDC's 5-year housing land supply being calculated jointly, using the Liverpool method, and applying a 20% buffer.

b) Neighbourhood Plan

Nothing to report.

13 St Mary's wall

The Clerk had submitted more information to SCDC on 9 April 2020. SCDC said that the time for the application to be decided upon will be extended until 1st May.

14 Survey of Long Lane clunch pit

Before the meeting, Cllr Roberts had expressed concern that if there were any planning developments next to the clunch pit then some of the PC's land might be at risk of being encroached upon. Cllr Wragg said that the PC had registered the land with the Land Registry giving the PC proof of ownership. Following discussion, the PC concluded that a boundary survey (costing approximately £500) would not offer any more protection than the PC already have; a full legal survey would cost considerably more. It was agreed that carrying out a survey would not be pursued.

15 Assets of Community Value

Cllr Collinson said that he is at the first stage of registering the assets, and is awaiting a response from SCDC (which may take some time). Cllr Wragg thanked Cllr Collinson.

16 Review of website / PC email addresses

Cllr Collinson will report back on costs for a new website with email addresses.

17 Road Safety

a) LHI Application Update

This was discussed in item 9c.

b) Speedwatch

Nothing to report.

c) Casualty Reduction Support Fund

Nothing to report.

d) HGVs in the village

Before the meeting the Clerk had contacted Josh Rutherford (CCC Highways Dept) regarding signage for HGVs to the Butts Industrial Estate. Josh advised that CCC can put up directional signs pointing HGVs to the industrial estate, as long as the required room and forward visibility is available (which he thinks it is). The cost (approximately £500) would need to be covered by the PC, but the signs could be installed alongside the traffic calming scheme. Cllr Mulholland proposed to accept this (as long as the costs were not significantly more than £500), Cllr Collinson seconded this, and all concurred.

ACTION – Clerk to ask for a more precise cost for the signs, and if it is not significantly more than £500, then for the signs to be fitted alongside the traffic calming hardware

Clerk

Following discussion regarding the satnav issues misdirecting HGVs, Cllr Hobro agreed to prepare a list of companies that provide mapping facilities, and email the PC with instructions for how individuals can request they update their mapping software.

ACTION – Cllr Hobro to prepare list of mapping companies and instructions for PC

Cllr Hobro

Contacting the industrial estate companies to ask them to give out better directions to the delivery drivers can be considered later.

18 Trees, Grass and Hedges

a) Tree Survey

Ian Lorman from Argenta Tree Surveys Ltd has provisionally booked the tree survey to start in early May, depending on health and safety considerations regarding Covid 19.

b) Protected verges

Actions

Agriplant quoted the same prices as last year: cutting and strimming £750+VAT, cutting without strimming £700+VAT. Philip Ricketts had advised that the first cut should be either the last week of April or the first week of May. He also said that the ideal management of the verges involves removing the cuttings.

Agriplant quoted for cutting strimming & collecting would be - £2,150+VAT, plus £68+VAT per ton to dispose at green waste site, plus £425+VAT per day to transport cuttings to Waterbeach (which is currently closed until further notice). The PC discussed the quotes and decided to accept Agriplant's quote to cut and trim but without collecting cuttings.

ACTION – Clerk to inform Agriplant.

Clerk

Cllr Burge said that clearing cuttings had been discussed at a sustainability meeting just before lockdown; the volunteers may be able to do some clearing of the verges.

ACTION – Cllr Burge to let the sustainability group know when the verges are being cut

Cllr Burge

c) Trees and hedge behind 2 The Triangle (see correspondence list)

A Fowlmere resident asked permission to cut back the hedge and tree at the rear of his property (2 The Triangle), as they are overgrown and block sunlight from his garden.

The PC requested the Clerk to ask how much they wish to cut down, to inform them to wait until nesting season is over (end of August), and to advise them to check with the tree officer at SCDC whether a TPO permission is required.

ACTION – Clerk to respond to resident accordingly

Clerk

d) Community Orchard

This item was also discussed in item 9b. The PC needs to consider the total costs, once Cllr McDonald has reported back with costs for a longer lease.

ACTION – PC to discuss costs involved and to see if grants are available

All

19 Finance & General Purposes

a) VH changing room refurbishment costs

The VHMC had submitted an invoice to the PC for the agreed contribution of £2,000 towards the changing room refurbishment costs, along with a copy of the contractor's invoice for the work carried out. The PC agreed to pay the £2,000.

b) Donation to Royston & District Community Transport

The Clerk had asked RDCT if any of the 200 journeys from Fowlmere include any trips from Melbourn Village College but has not yet had a response. The PC will decide once they have that information.

c) Renewal of ICCM Membership

Renewal of ICCM Membership will be £95.00. The PC approved this renewal payment.

d) Repairs to bench near Jacksons Way

Before the meeting, Cllr Vinton had been asked to submit a quote to carry out repair work on the bench near Jacksons Way. As this work would involve 2 days' work, the PC thought it reasonable that Cllr Vinton (through his company Fairholm Associates) should be allowed to charge for his time, given that his previous work had always been to a very high standard, and the overall cost would be less than £500. The Committee reviewed

the quote, which was £240 in total. Cllr Mulholland proposed that the committee accept the quote, Cllr Wragg seconded; all concurred.

e) Bills to be paid

Seniorlink Eldercare – March 2020, £80.66

CAPALC membership – 1 April 2020 to 31 Mar 2021, £408.22

Ryecroft Data (Village leaflet - Coronavirus support in isolation), £90.00

L Wragg – (Zoom Video Comms. Inc. refund), £14.39

Fowlmere Village Hall (Contribution to changing room refurbishments), £2,000.00

ICCM Membership 2020-2021, £95.00

Ian Wilson – Butts posts, basketball net, 6 bird boxes, £487.86

K Byrne – (Stationery refund), £13.30

K Byrne – (HMRC refund), £16.20

Bills already approved / Direct Debit

K Byrne – Salary (Confidential)

K Byrne – NEST (refund), £49.21

Bank Service Charge, £18.00

OPUS ENERGY LTD - 3 March to 2 April 2020, £153.17

Income (since 17 March 2020)

SCDC – Precept (1st quarter installment), £10,470.00

Petty Cash paid into account, £49.06

Fowlmere PC (transferred from Cambridge Building Society), £9,000.00

Cllr Burge said that although the PC has only received a quarter of the precept, there is enough in the operating reserves to allow the PC to continue operating at this time without concern. The Clerk clarified that SCDC advised that the PC will receive another quarter installment in July, and the remaining half of the precept in September.

20 Correspondence**a) April Correspondence List**

The PC noted the correspondence.

21 Action List Update

The action list was reviewed and updated.

22 Ideas for Improvements to Village Life**a) Possible V.J. day celebrations**

Cllr Lennon has sorted out the entertainment (whenever the celebration may happen) but other arrangements are to be confirmed once the lockdown is lifted.

b) Opening the Memorial Well

This item will be revisited when the children are back at school.

23 Other Matters (for information only)

Cllr Mulholland had spent some time scanning the old burial records (Register of graves, Register of Purchased graves and Register of burials) so that this information is now backed up electronically and archived. He plans to do the same with the PC's old hand-written and typewriter-written minutes. Cllr Wragg thanked Cllr Mulholland for his hard work on this.

Date of next meetings:

PC Meeting – 7.30pm Tuesday 19th May 2020, to be held online via Zoom

PC Meeting – 7.30pm Tuesday 16th June 2020, TBC (likely to be online via Zoom)

The meeting closed at 21.05