

MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL
which was held in the Pavilion Room, Village Hall
on Tuesday 21st September 2021 at 7:30pm

PRESENT: Cllr L Wragg (Chairman), Cllr S Mulholland (who left at 21.44), Cllr P Burge, Cllr D Roberts, Cllr C Howe, Cllr P Collinson, Cllr J Hobro, Cllr R Lennon and Cllr J Fulton

IN ATTENDANCE: Ms K Byrne (Clerk), Cllr P McDonald (who left at 20.03), Mrs D Woods, Mrs J Fletcher, Mrs K Davis, Mr K Ayres (who left at 21.07), Mrs V Keppey, Mr and Mrs Lovatt, and one other member of the public

Before the meeting the Clerk stated that the meeting would be audio recorded; there were no objections.

Actions

1 Apologies for Absence

There was none.

2 Declaration of Interest in agenda items

There was none.

3 Minutes of the Parish Council Meeting – 20th July 2021

The Minutes were reviewed, and a correction was made to item 18b. The minutes as corrected were then agreed to be a true record, and were signed by Cllr Wragg.

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

Regarding item 17, Cllr Hobro said the Zero Carbon fund application had been submitted before the deadline, but there had not yet been any response.

5 County Council Matters (written report)

Cllr McDonald had submitted a written report (see Annex A).

Cllr Mulholland asked Cllr McDonald when the Thriplow Recycling Centre booking system would end. Cllr McDonald will forward an email about this matter. Cllr Collinson asked Cllr McDonald about the new street trading policy. Cllr McDonald said that the aim was to harmonise licensing across the district, and should ultimately reduce paperwork for traders.

6 District Council Update

Cllr Roberts said she was pleased to see that South Cambridgeshire are taking in Afghan families but she would like to see more being accommodated. The civil Parking Enforcement was supported by all at South Cambridgeshire District Council (SCDC). Cllr Roberts was concerned that the SCDC offices are not yet open; she would like to see them open soon and staff return to work. Cllrs Roberts and Hobro had attended the Foxton Hub meeting, which was very well attended (full capacity). The members of the public were unhappy with the proposals, and felt they had not been listened to. The proposal remains a large car park rather than a travel hub. Cllr Roberts (as District Cllr) and Cllr Hobro (representing the PC) spoke in support of the residents' concerns. Regarding the Local Plan, 19 of the 600+ proposed sites have been put forward; none of the proposed sites in the Foxton ward has been considered worthy of further consideration. Cllr Roberts was concerned about the number of new homes – 49,000 in the next 20 years. MP Anthony Browne had written in the Cambridge Evening News on this matter. Questions remained about the water supply availability. Cllr Roberts considered this level of housing development to be unsustainable and unacceptable. Cllr Wragg commented that the water supply was already inadequate.

Cllr Mulholland asked how often the policy regarding reduced green bin collection in winter is reviewed. Cllr Roberts will find out and get back to the PC.

ACTION – Cllr to find out when SCDC policy re green bin collection in winter will be reviewed

Cllr Roberts

7 Village Hall

Mrs Woods, Chairman of the Village Hall Management Committee (VHMC), asked about where the PC had got to regarding providing a second defibrillator to be sited at the Chequers; there had been a recent incident requiring use of a defibrillator. Cllr Burge said the PC had considered providing a second defibrillator earlier this year. S106 money cannot be used, and there were no grants available at the time. The PC had considered using its reserves but it was decided not to proceed at that time. Provision of another defibrillator will be put on the next Finance Agenda. Mrs Woods stated that this should be considered as a matter of urgency.

ACTION – Clerk to put provision of defibrillator on the next Finance Agenda

Clerk

Mrs Woods read out the following statement:

The Trustees of the VHMC are extremely disappointed that the Parish Council felt the need to query the way the Trustees run their meetings particularly regarding the distribution of the minutes and timing of their monthly meetings. After contacting ACRE and being advised that the procedures the Trustees are following are correct we expect the Parish Council to acknowledge the integrity and independence of the Village Hall trustees. The constant need for some of the councillors to query the way the Village Hall is run is unhelpful and undermines the standing of the trustees who are all volunteers. Some of the longer standing councillors will know the history of the way the Village Hall was previously run and the hard work and dedication it has taken to accomplish the level of professionalism needed to bring the Hall up to the standard it is today, a thriving and well used venue.

Cllr Wragg said that the PC would include the statement in its minutes.

Cllr Mulholland said there had been some misunderstanding, and he raised concerns about the future of the VHMC, if no new members join, indicating the PC may have to take over. The VHMC members responded that the Charity Commission would step in. The VHMC secretary Mrs Fletcher said that nominees for new trustees were not received at the VH AGM meetings even though every regular user group receives a letter annually inviting them.

Cllr Roberts thanked the VHMC for all the work they do and have done over the years. Cllr Wragg thanked the four members of the VHMC for attending the meeting tonight.

a) Access Road

Cllr Burge had looked through the PC's deeds and conveyance documents regarding the access roads. There was a deed of easement agreed with 19 Pipers Close for the exit road. In Jan 1983 the PC wrote a letter of assignment to the VMHC passing over the benefits to VHMC.

Cllr Burge's understanding was that the PC was responsible for the exit road maintenance but the rights over it had been given to the VHMC; maintenance responsibility for the rest of the VH land including the entry road was with the VHMC. Cllr Burge proposed that the PC seeks legal advice for clarification on this matter, this was seconded by Cllr Collinson, all concurred. The PC will then write to the VHMC regarding access road responsibilities. Mrs Woods requested that this be done as a matter of urgency.

ACTION – Cllr Burge to seek legal advice on the VH access road rights & responsibilities then write to the VHMC

Cllr Burge

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

Mr Lovatt said that he and his wife who live on Moor Lane had objected to the Deans' application to register Moor Lane with the Land Registry (as had the PC). He asked about the PC's position regarding the negotiations for access of Moor Lane, and requested that he and his wife be allowed an open opportunity to discuss access arrangements in a future public meeting before any legal agreement is signed. Cllr Burge said there is a limit to what the PC can say publicly at this stage without disadvantaging the PC in the negotiations. However, there was no reason that the Lovatts could not apply for title of the land themselves, and then a parallel negotiation could take place between the PC and the Lovatts. Cllr Wragg said the PC might publicly share the heads of

agreement when they have been agreed in the negotiation, before signing any legal document. Cllr Burge proposed that there be a parallel negotiation between the PC and Mr and Mrs Lovatt, Cllr Roberts seconded; all concurred.

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

8 Road Safety

a) Pathways, Pavements and County Council Consultation

There was nothing new to report.

b) Travel Hub

Cllr Hobro said Cllr Roberts had already updated the PC on the Foxton meeting on 8 September. Cllr Hobro had submitted comments on behalf of PC (agreed by email) to the GCP consultation. GCP had made several small concessions: one bus stop in the main travel hub, some cycle stands had been added near the platform. However, these were very minor concessions. Cllr Hobro supported Cllr Andy Brown (from Foxton PC). Foxton PC planned to continue campaigning against the scheme. There is a website: stopfoxtonttravelhub.org.uk.

Cllr Hobro proposed that Fowlmere PC supports Foxton PC in continuing to oppose the plan, Cllr Collinson seconded, and all concurred.

c) Review of traffic calming scheme

Cllr Howe said more speed data were still to be gathered and analysed. It was agreed that the traffic calming scheme will be reviewed in the New Year.

d) Speedwatch

Cllr Howe said he was still working on new site approval with the police; some sites had been approved but some were still to be decided on. The 20mph speed detecting devices were still to be delivered. The SpeedWatch team had recently done 2 sessions on Long Lane near the post-mounted sign between 8-9am in the 20mph zone; 20-25% of vehicles were 25mph or over, only 4% were over 30mph, which is an improvement on speeds before the traffic calming scheme was installed. Disappointingly, about a quarter of the speeders appeared to be Fowlmere residents. Speedwatch had applied for approximately 10 sites, 6 had been approved, a decision was awaited on 3 others and 1 site had been rejected.

e) Items reported to CCC Highways

Cllr Burge was pleased to report the pot-holes on Butts View had been filled.

Cllr Howe had noted speed strips on Butts Lane; he will ask StreetWorks to find out why they are there. Cllr Mulholland had reported to CCC Highways that the 20mph zone sign at the entrance to Chapel Lane had once again been struck by a passing vehicle and was now facing the wrong way showing 30mph contradicting the sign on the other side of the road which was still (correctly) showing 20mph.

9 Burial Board

a) Recent and upcoming burials, memorials & transfers

The Clerk reported that the transfer of Exclusive Right of Burial (ERB) to plot 544 from LMA Sheldrick to Ms J McNab (daughter) was complete and paid for. An additional inscription to be added to the headstone on plot 693 for Mrs Elsie Parker had been approved by the Burial Board via email, and was now in progress. Transfer of ERB for plots 637 & 638 from Mr Leslie Herbert Wilkinson to daughter (Sheila Taylor) was in progress. Clerk will discuss with Cllrs Mulholland, Roberts and Burge exactly which documentation is required to complete the transfer.

ACTION – Clerk to discuss with Cllrs Mulholland, Roberts and Burge what documentation is required for transfer of ERB for plots 637 & 638

Clerk

b) Progress on works

Cllr Mulholland said the works on the chapel were in progress, with a few items still to be finished. Regarding the missing bin at the cemetery, the PC decided to order another from SCDC,

which may cost about £25-50. Cllr Mulholland will paint Fowlmere Cemetery on it.

ACTION – Clerk to request a replacement bin for the cemetery; Cllr Mulholland will paint Fowlmere Cemetery on it

Clerk / Cllr
Mulholland

c) Review of Cemetery Rules & BB Terms of Reference

Cllr Mulholland had circulated suggested updates to the Cemetery Rules and Burial Board Terms of Reference documents to the PC before the meeting. The PC agreed to the suggested changes.

ACTION – Cllr Mulholland to finalise the agreed changes to the Cemetery Rules & BB Terms of Reference; Clerk to upload the final documents to the FPC website

Clerk / Cllr
Mulholland

10 Remembrance Sunday

The Clerk reported that the Rev. Angela Melaniphy had emailed to say that Remembrance Sunday will be discussed at the Fowlmere PCC on 4th October. The PC agreed to offer support on the day, if the PCC require volunteers. The PC discussed who might represent the PC to lay the wreath. It was agreed that if Cllr Wragg is unable to attend then Cllr Mulholland would lay the wreath, and if Cllr Mulholland were unable to attend then Cllr Collinson would lay the wreath.

11 War Memorial

Cllr Mulholland said it has been 21 years since it was cleaned. He had circulated a quote, which was for £4,310 + VAT. This will be considered further in the next Finance meeting and may be actioned in the next FY.

ACTION – Clerk to put War Memorial on the Finance Agenda

Clerk

12 Reports from Meetings and/or Training attended

Cllr Collinson may attend the next Duxford Neighbours Forum Meeting on 3 Nov in place of Mel Vinton. He will confirm whether he can attend nearer the time.

Cllr Fulton had attended Councillor training 11 Saturday, which he had found interesting and worthwhile. He will also be attending the Traffic Management Course on 22 Sept on behalf of the PC and will report back to the PC in the next meeting.

13 Planning Committee

**a) 21/03959/FUL – Ion Science The Hive Butts Lane Fowlmere
Single storey office extension with associated alterations**

Cllr Roberts declared that if this application later goes to SCDC she will look at the application afresh. Cllr Burge summarised the application for an office extension. The infill will not be seen from neighbours.

The PC had no objections to the application. Cllr Roberts said the application is policy compliant. Cllr Burge proposed that the PC supports the application, Cllr Collinson seconded; all concurred.

b) Declarations of Interest

Cllr Burge said there had been some questions about councillors declaring interest in certain items. Declaring an interest in an item where the matter affects the financial interest of a friend or close associate (such as a colleague) is in line with the Code of Conduct. There is a mechanism for dispensation to be put to the Clerk if the conflicted councillor wishes to speak on a subject. The FPC Code of Conduct is currently under the 2018 model. There is now a 2021 model, and the advice from CAPALC is to adopt this version. Cllr Burge and Clerk will be attending the Code of Conduct training later this week.

Cllr Roberts said in the past if a member of the PC put in an application in their name, then other members would declare an interest. But she was not happy for the PC to not comment on applications that are from a third party, that might affect a councillor. She does not agree with councillors declaring an interest in such circumstances, and the PC not putting forward a view. Cllr Burge and the Clerk will report back from their Code of Conduct training.

14 New FPC Website and Email addresses

a) Progress on 2Commune

There had been a preliminary meeting with 2Commune on 19 August to outline details for the new website and email addresses. There will be a website training session on 28 September 7-9pm.

ACTION – Cllr Hobro and Clerk to attend the 2Commune training and then start to populate the new website

Cllr Hobro /
Clerk

b) Move to new .gov email addresses

Cllr Hobro said the new email addresses were set up and ready to use and it was agreed that the PC should start using these with immediate effect. Cllr Roberts said she had not had time to set her FPC email up as she needed technical assistance that she was hoping her daughter could give. Cllr Hobro re-iterated his previous offer of technical support. It was agreed that Cllr Roberts would be given a period of grace to move across to the new system; this to be reviewed at the October meeting. Cllr Roberts stated she was happy to continue using her personal email address.

c) Social media presence

Cllr Mulholland will attend the Social Media training course on 30 September and report back.

15 Trees, Grass and Hedges

a) Bulb planting

Before the meeting Cllr Mulholland had suggested 8 locations around the village for bulb planting. He will seek advice from Highways before planting. Cllr Burge will assist in finding a supplier.

b) Protected verges

The Clerk had asked Agriplant to proceed with the Autumn cut of the verges.

16 Progress on grant-funded projects and/or applications

a) Zero Carbon project – Cycle Stands

Cllr Hobro said there are 12 of the 14 stands installed. The PCC said that obtaining a faculty was in hand. If this doesn't come through by mid-December then the money may need to be returned. An alternative location for the remaining stands might be the Cemetery, this to be decided in the November meeting.

ACTION – to email Cllr Hobro remaining balance of the Zero Carbon Grant

Clerk

b) Friends of the Round Moat

Cllr Collinson said the Friends of the Round Moat group plan to make the following purchases: barn owl box, tawny owl box, 4 bat boxes, 4 robin boxes and blue-tit boxes; with shipping this will be a cost of £300. Quotes for installation of the bat and bird boxes was yet to be received.

For laying of wildflowers, a lawn scarifier would be required, hire of which will be about £70, but Cllr Collinson may be able to borrow one. The rest of the budget (~£200) to be spent on wildflower seed mixes. Cllr Collinson had some suppliers in mind.

ACTION – Cllr Collinson to email Clerk and Cllr Burge with the items to be purchased to check they fit within the agreed budget

Cllr Collinson /
Cllr Burge /
Clerk

c) Scooter Park

A grant of £2,021.00 had been awarded by Cambridgeshire Community Foundation; Mrs Keppey had also secured donations from parents. The planning application for the scooter park had been submitted (as the PC was the applicant, it did not comment on the application); this was due to be decided on 6 October. Another grant application was in progress which may cover most of the remaining costs. Mrs Keppey said the funding was nearly all in place but she will continue to push for other funding to get the remainder. She thanked Cllr Burge and the Clerk for their help.

Cllr Burge said that if the Cambridgeshire Community Foundation grant was not spent on the scooter park by 31/12/2021 then the grant may be used for related activities for local young people, which may include purchasing scooters and paying for training workshops.

17 Finance & General Purposes

a) Audit

The Clerk informed the PC that the external audit was complete and certificate issued. There

were no comments. Thursday 30 September was the deadline by which the AGAR Part 3, signed External Auditor Report and Notice of Conclusion of Audit must be published on the PC website. Cllr Wragg thanked the Clerk for her work on this.

ACTION – Clerk to post AGAR, External Auditor Report & certificate, and the Notice of Conclusion of Audit on the PC website and noticeboard

Clerk

b) Fowlmere Friendship group – request for Christmas event donation (£250)

The PC unanimously agreed that it would contribute £250 to the Fowlmere Friendship group's Christmas event. The Clerk to arrange payment.

c) Quote for new village sign – Fairholm Associates

The quote from Fairholm Associates to build and install a second village sign was reviewed. There were some questions regarding precise costings. Cllr Lennon to clarify these with Mel Vinton.

ACTION – Cllr Lennon to clarify costs of second sign with Fairholm Associates (Mel Vinton)

Cllr Lennon

d) Bills to be paid

GSC Solicitors LLP, £360.00

PKF Littlejohn – Audit Fee, £360.00

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

CAPALC – Councillor training - 11 September 2021, £75.00

The bill payments were approved.

Bills already approved / Direct Debits

OPUS ENERGY LTD - 3 Aug to 2 Sept 2021, £144.34

EDF Energy – Cemetery Electricity, £135.00

Clerk's Salary (Direct Debit) – Confidential

NEST (pension contributions), £50.41

Income

HMRC VAT Refund (Jan-March 2021), £392.11

Additional inscription fee (Mrs Parker, plot 639), £40.00

Transfer of ERB fee (plot 544), £50.00

SCDC – Precept (2nd half instalment), £23,865.00

Clerk

ACTION – Clerk to contact EDF to arrange refund of the 3 x £135; if no success Clerk to arrange for the bank to recall the Direct Debits

The PC decided to discontinue subscribing to Zoom.

18 Correspondence – September Correspondence list

Cllr Wragg said that a complaint had been received against some but not all councillors. The matter was now with the relevant authorities and was under *sub judice*, so it was not appropriate to discuss it until the matter is resolved, whereupon it will be reported in public.

Cllr Mulholland left the meeting at 21.44.

Regarding the complaint about the noise from the airfield, the Clerk will reply to the correspondents saying that Fowlmere airfield have been helpful and have offered to alter the flight paths.

Clerk to rely to Mrs Rowell's email to include the information that the PC had asked for in the applicants' written statements before the co-option interviews.

Clerk to reply to Gail Broom to arrange a date to meet the enforcement officer. There have been no offers so far to purchase the Swan House property so far as the PC is aware.

19 Action List Update

The Action List was reviewed and updated.

20 Ideas for Improvements to Village Life

a) Street Signs

Cllr Mulholland had left the meeting so there was no report for this item.

b) Queen's Jubilee celebration

Cllr Lennon had made applications for sponsorship and was awaiting responses. She will chase on these. Cllr Lennon may consider buying items such as catering BBQs, tents etc. rather than hiring them as this will be cheaper in the long run; she has had offers for storage from local farmers

c) Santa Tractor

Cllr Lennon said that Sunday 19 December there will be date for the Santa Tractor / Scarecrow event. This year there will be reindeers. She will get the advertising out by the end of the month.

d) Future projects

There was none.

21 Motion to move to a closed session

Cllr Howe proposed that the meeting should run beyond 2.5 hours, all concurred.

Cllr Burge proposed to move to a closed session to talk about the Moor Lane application, Cllr Lennon seconded. 7 voted for the motion, 1 voted against. Therefore, the PC moved to a closed session. No minutes were recorded for this session.

The meeting closed at 22.30.

Dates of next meetings:

PC Meeting	7:30pm Tuesday 19 th October 2021	– Pavilion Room, Village Hall
PC Meeting	7:30pm Tuesday 16 th November 2021	– Pavilion Room, Village Hall

Annex A – Cambridgeshire County Councillor Peter McDonald’s Report

County Report for Parish Councils – September 2021

A 505 Study

The on-going work on the A505 is being updated at the Highways Committee this week.

[Document.ashx \(cmis.uk.com\)](http://Document.ashx (cmis.uk.com))

Afghan National Re Settlement

Cambridgeshire County Council is working with partners to help resettle Afghan nationals (and their families) who are at risk because they worked alongside our armed forces and the British Government, or who may be vulnerable for other reasons.

So far around 10 to 15 homes have been identified across the county, while the County Council has also offered one of its vacant outdoor education centres as temporary accommodation for Afghans while they wait for suitable accommodation either in Cambridgeshire or elsewhere in the region.

Each district and the city council have confirmed that they will be accepting and/or supporting Afghan nationals as part of the national Afghan Relocations and Assistance Policy (ARAP), and the broader Afghan Citizens’ Resettlement Scheme (ACRS) for other vulnerable Afghans.

A consistent message from all of the discussions has been the need to continue to work collaboratively, while a commitment has been made to establish a county-wide taskforce to share good practice and unblock challenges.

Support being offered by the County Council includes:

- Developing tailored English-language courses through its adult skills service, Cambridgeshire Skills
- Supporting the national effort to transfer qualifications to British standards, through Cambridgeshire Skills
- Exploring employment and apprenticeship opportunities within the council, and its contracted and commissioned services
- Coordination of donations from the public
- Expanding the locally-led donations schemes, especially for high demand items such as beds, wardrobes and white goods
- Extending existing mechanisms to buy goods or to provide food and other vouchers via the County Coordination Hub
- Supporting Afghan families to access online resources through the provision of computer hardware and data
- Working with our public health teams to offer immunisations/vaccinations to those individuals who might need them
- The offer of broader social opportunities.

The council is aware that many people are keen to offer help and support. It is especially keen to hear from landlords with suitable and available housing (whole and self-contained houses, rather than rooms or shared accommodation), as well as from anyone able to donate good quality large items of furniture, including beds and wardrobes.

Anyone wishing to contribute or to find out more detail is asked to approach the relevant district or city council where the housing located in the first instance. However, the County Council is also offering an information point for anyone that wants further information, to offer accommodation, or to offer other support:

Email: communitycv@cambridgeshire.gov.uk.

Telephone: 0345 045 5219.

Chief Executive

The County Council is going through the recruitment process for a new Chief Executive, as the current one is retiring.

Annex A – Cambridgeshire County Councillor Peter McDonald’s Report

Civil Parking Enforcement

There is an item on the September meeting of the Highways Committee at the County Council relating to parking enforcement. Currently the parking enforcement (ticketing) is the responsibility of the Police. The County Council are looking to write to the Secretary of State to request that they are allowed to explore carrying this out themselves and actually put some money and momentum behind it. Currently the Police, understandably, can’t prioritise parking enforcement over other Policing.

Highways

There is an ongoing programme of micro asphalt treatment this time for Fowlmere:

- St Marys Walk, Fowlmere - Micro Asphalt works start 12 October 2021 for one day - road closure
- Champions Close, Fowlmere - Micro Asphalt works start 12 October 2021 for two days - road closure
- Johns Close, Fowlmere - Micro Asphalt works start 13 October 2021 for one day - road closure
- Isons Close, Fowlmere - Micro Asphalt works start 13 October 2021 for one day - road closure
- Jacksons Way, Fowlmere - Micro Asphalt works start 13 October 2021 for two days - road closure
- Ryecroft Lane, Fowlmere - Micro Asphalt works start 14 October 2021 for two days - road closure

Foster Carers

Cambridgeshire County Council needs more foster carers. Fostering means caring for one or more children or young people in your own home when they are unable to live with their family.

Foster carers provide a safe and secure home for children and young people of all ages, and come from a wide range of ages, cultures and backgrounds.

Becoming a foster carer normally takes four to six months. The Council offers

- a generous mileage allowance, a setting-up fee for furniture and equipment, two weeks additional basic maintenance payments for holidays, birthdays allowance, a festivities allowance, and an initial clothing and school uniform allowance.
- round-the-clock ‘out of hours’ support should you need reassurance.
- a dedicated social worker to provide regular supervision and support.

Foster carers could earn up to £44,720 plus benefits for looking after two children aged eleven or over, subject to experience, training, and assessment. There are lots of different types of fostering available for the right people and their families. Applicants will need enthusiasm and commitment to support the needs of children and young people in care, as well as a spare bedroom—and be over 21 years of age. The Council urgently needs foster carers for teenagers, sibling groups, and children with disabilities.

There are a lot of myths around fostering, which the Council is keen to dispel.

- Finances and home
- Career and work
- Personal circumstances
- Relationships and lifestyle
- More information:
- Six steps to fostering
- Siblings and teenagers

Being involved with social services or the police will not automatically rule out an applicant. The Council would just need to discuss this further. For more information

- visit www.cambridgeshire.gov.uk/fostering
- call 0800 052 0078 or
- text FOSTERING to 60777

Peter McDonald

September 6th 2021