

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL**  
which was held in the Pavilion Room, Village Hall  
**on Tuesday 15<sup>th</sup> June 2021 at 7:30pm**

**PRESENT:** Cllr Wragg, Cllr S Mulholland, Cllr Roberts, Cllr P Burge, Cllr P Collinson, Cllr J Hobro and Cllr R Lennon (who arrived at 19:49)

**IN ATTENDANCE:** Ms K Byrne (Clerk)

Before the meeting began, the Clerk advised the attendees that Covid-19 rules would apply. 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 Apologies for Absence**

There were apologies for absence from Cllr C Howe (work commitment).

**2 Declaration of Interest in agenda items**

There was none.

**3 Minutes of the Parish Council Meeting – 18<sup>th</sup> May 2021**

The Minutes were reviewed, and were agreed to be a true record; they were signed by Cllr Wragg.

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

Regarding item 11a) 'Pathways & pavements', Cllr Mulholland had been in correspondence with David Walston about access to the tracks and paths on his land at Thriplow Farms. David Walston will be back in touch when he has heard from DEFRA and a meeting can then be arranged.

Regarding item 16a) 'Applications Chrishall Road development (2001209FUL) – drainage strategy', there had been no response from the Chrishall Road developers following an email from the PC.

**5 County Council Matters (written report)**

Cllr McDonald was not present at the meeting, but had submitted a written report (see Annex A).

Regarding footpaths, a resident had contacted the PC about the state of the footpath between Fowlmere and Thriplow. The Clerk will contact Cllr McDonald about this.

**ACTION – (i) Clerk to let Cllr McDonald know the Fowlmere to Thriplow footpath is almost entirely overgrown, vegetation needs cutting down and the path widening (siding out);**

Clerk

**(ii) Clerk to ask Cllr McDonald to confirm whether the booking system for Thriplow Recycling Centre will be removed when Covid restrictions are lifted**

Clerk

**6 District Council Update**

Cllr Roberts said that the Thakeham development seemed to have come to a stop, no planning application had been submitted. District and city council members had attended a meeting last night on the Local Plan which focused on the process of how the 5-year land supply is worked out. The first challenge against the 5-year land supply, the Mill Lane Sawston appeal, was to begin next week. Cllr Roberts reported that SCDC had taken legal advice, however, no barrister for SCDC was going to be present at the appeal. Cllr Roberts was very concerned about this.

**7 Village Hall**

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

**a) Disability Access**

The Clerk confirmed that there had been no reply yet to the 14 June letter sent to the Village Hall Management Committee (VHMC); this to be followed up around 14 July. Cllr Mulholland had

been in discussion with Ian Wilson about disability access solutions. Cllr Hobro proposed that another solution might be for pedestrians and cyclists to have access via the exit road, with appropriate markings.

**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.**

## 8 Road Safety

### a) Pathways, Pavements and County Council Consultation

Cllr Mulholland said the CCC consultation on Cambridgeshire Local Cycling and Walking Infrastructure Plan is now open until 13 July 2021. Whether the PC should choose one favoured scheme or submit all options was discussed.

The issue of overgrown hedges crowding footpaths was also discussed.

**ACTION – Clerk and Cllr Wragg to draft a letter about the overgrown hedges near Bury House** Clerk

### b) Travel Hub

Cllr Hobro, Cllr Roberts and Cllr Burge had been to a recent meeting with Greater Cambridge Partnership (GCP). Cllr Hobro reported that there had been little progress; all points in the PCs' letter had been rebuffed by GCP and they seem not to want to take on any of the ideas. However, there may be a shuttle bus service to the travel hub. GCP did not seem to be concerned about the hazards arising from all the additional cars. It was not clarified whether the car parking would be free or not. Foxton and Barrington PCs were whole heartedly against it, and were going to continue to oppose the scheme. It was suggested that Fowlmere, Barrington, Shepreth, Foxton and possibly Thriplow PCs might write another joint letter to GCP.

**ACTION – Cllr Hobro to talk to Andy Brown (Foxton PC Cllr) regarding the next steps of for the consortium of PCs; Clerk to ask Thriplow PC if they want to join the consortium** Cllr Hobro / Clerk

### c) Traffic Strategy Report – follow up

There was nothing new to report.

### d) Speedwatch

Cllr Howe had reported to the Clerk that he was waiting to hear back from the Police about the proposed new Speedwatch locations and the request for a monitor able to work at 20 mph.

### e) Items reported to CCC Highways

Cllr Roberts said Cllr McDonald was on site recently with CCC Highways officers looking at the issues on Long Lane.

Cllr Burge had reported some potholes at the corner of the Butts to the CCC Highways website.

## 9 Audit

### a) Internal Audit

The Finance Committee had reviewed the internal auditor's report in the 10 June meeting. The Committee had resolved to look into setting up a PC bank card with £500 limit for the Clerk, and to encourage Cllrs not to purchase items and claim a refund but instead to ask the Clerk to purchase items where possible on behalf of the PC in order that VAT can be reclaimed.

### b) Dates for public rights to inspect the Parish Council accounts

The Finance Committee had agreed that the dates for the period for the exercise of public rights should be Monday 21 June to Friday 30 July 2021; the PC noted this.

### c) Review and approval of the Annual Governance Statement

The Governance Statement had been scrutinized by the Finance Committee in the 10 June meeting; the PC briefly reviewed it. Cllr Burge proposed, Cllr Roberts seconded, and all agreed to support the Annual Governance Statement for 2020/2021. The Chairman Cllr Wragg signed the Governance Statement, and then the Clerk signed it.

#### **d) Review and approval of the Accounting Statement**

The Accounting Statement had been reviewed by the Finance Committee in the 10 June meeting who recommended that the PC approves it; the PC briefly reviewed it. Cllr Burge proposed, Cllr Roberts seconded, and all agreed to support the Accounting Statement for 2020/2021 as prepared by K Byrne (Parish Clerk / Responsible Financial Officer). Cllr Wragg signed the Accounting Statement, which had already been signed by the Clerk.

**ACTION – Clerk to submit the AGAR and audit documents to the external auditor, and post on the FPC website and noticeboard along with the Notice of public rights** Clerk

#### **10 Reports from Meetings attended**

Cllr Hobro, Cllr Roberts and Cllr Burge had attended the travel hub meeting – see item 8b).

Cllr Burge had attended the SCDC Planning Area 1 meeting, which he had found useful: SCDC Planning meetings will as of 26 May be in person with speakers to dial in; SCDC apologised for poor access to the website over the past few months; as of 1 July SCDC will no longer accept amendments on conservation applications; SCDC were looking to improve service to users, Cllr Burge had asked how PCs might input into that process. Cllr Burge had also expressed concern about how some planning officers had not taken much notice of some PC comments; SCDC had said they wanted better dialogue with PCs going forward.

Cllr Wragg had attended the Chairman training course; he will circulate his notes.

#### **11 Tenure of Chairmen of Council and Committees**

Cllr Roberts said the tenure of Chairmen used to be for 3 years however there have been some who have held the position for much longer. The PC agreed that a time limitation for Chairman of the PC and Committees (perhaps 3 or 5 years) should be further considered.

Cllr Lennon said tenure of 3 or 5 year works but the role of Vice-Chairman (VC) should be a more responsible position so that the VC would be ready to take over in due course, however, there needs to be flexibility if they wish to step down. It was agreed that the role of VC should be better defined, that the Chairman and VC should share the work more evenly, and that holding these positions should be linked into training. The idea of councillors having portfolios was also discussed and may be further considered in future meetings.

**ACTION – Cllr Wragg to draft some ideas for tenure of Chairmen and VC for further discussion** Cllr Wragg

#### **12 Review and adoption of Policies**

##### **a) Safeguarding Policy & Equality and Diversity Policy**

Cllr Burge had prepared a draft Safeguarding Policy and circulated it to the PC, the PC reviewed the document. Some changes were suggested and incorporated; subject to some formatting changes the PC unanimously agreed to adopt this Safeguarding Policy.

Cllr Burge had prepared a draft Equality and Diversity Policy and circulated it to the PC, the PC reviewed it. Cllr Burge proposed that the PC adopt it, Cllr Collinson seconded, all concurred.

These policies will be subject to annual review along with the other Council Policies.

Cllr Wragg thanked Cllr Burge for his hard work on this.

**ACTION – Clerk to upload the Policy documents to the FPC website** Clerk

##### **b) Planning Committee Terms of Reference document**

The Planning Committee Terms of Reference document, updated in the 27 May Planning Committee meeting, was reviewed. Cllr Burge proposed, Cllr Lennon seconded, all concurred that the PC adopt the updated Terms of Reference document.

**ACTION – Clerk to upload the Planning Committee ToR document to the FPC website** Clerk

##### **c) Finance Committee Terms of Reference document**

The Finance Terms of Reference document, updated in the 10 June Finance Committee meeting, was reviewed; Cllr Burge proposed, Cllr Lennon seconded, all concurred that the PC adopt the updated Terms of Reference document.

- ACTION – Cllr Burge to finalise and Clerk to upload to the FPC website** Cllr Burge / Clerk
- d) Financial Regulations**
- It was agreed that Cllr Burge and Cllr Lennon would work on updating the Finance Regulations, using the most recent NALC template, and present the updated document to the PC at the next meeting.
- ACTION – Cllrs Burge and Lennon to review and update the Finance Regulations** Cllrs Burge and Lennon
- 13 Burial Board**
- a) Recent and upcoming burials and memorials**
- The Clerk reported that the transfer of Exclusive Right of Burial of plot 544 was underway from Mrs L Sheldrick to Ms McNab (daughter).
- b) Progress on works**
- Cllr Mulholland said Ian Wilson was continuing with the work on the Chapel. Only one of three watering cans are left. The most recent grass cut by Hardys had left the cemetery looking particularly well-tended.
- ACTION – Clerk to thank Hardys for their excellent maintenance work in the Cemetery** Clerk
- The date for the next Burial Board meeting was moved from 15 July to 12 July 2021 at 7.30pm.
- 14 Planning Committee**
- Cllr Roberts said that the Cherry Tree Field application had still not gone to SCDC Planning Committee (parish representatives will still be joining via Zoom). It was agreed that Cllr Burge will speak to planning consultant Philip Kratz to represent the PC at the meeting.
- ACTION – Cllr Burge to ask Philip Kratz to represent the PC at the SCDC Planning meeting** Cllr Burge
- 15 New FPC Website and Email addresses**
- a) Progress on 2Commune**
- Cllr Hobro said there had been a slight back log but 2Commune will be providing a draft website in the next couple of weeks. The emails will be set up with the website within the same domain.
- ACTION – Cllr Hobro to co-ordinate populating the new website along with Cllrs Mulholland, Collinson, and the Clerk** Cllrs Hobro, Mulholland, Collinson & Clerk
- b) Social media presence**
- Cllr Mulholland suggested that the PC adopts a list of approved websites from where information can be shared directly onto the Fowlmere PC Facebook page, including SCDC, CCC, Addenbrookes, Police, Thriplow Daffodil Weekend (regarding road closures). The PC agreed with this.
- ACTION – Cllr Mulholland to draft a living document of approved websites that can be shared directly onto the Fowlmere PC Facebook page** Cllr Mulholland
- 16 Trees, Grass and Hedges**
- Cllr Collinson said he had received some negative feedback on trees that has been removed on Ryecroft Lane. The general consensus from nature experts was that it would rewild, and/or the PC could plant a hedgerow to fill the gap (having first removed the tree stumps). Cllr Collinson proposed to get quotes for providing and planting native hedgerow on Ryecroft Lane; Cllr Lennon seconded, all concurred.
- ACTION – Cllr Collinson to obtain quotes for providing and planting native hedgerow on Ryecroft Lane** Cllr Collinson
- The Clerk reported that Shires had completed all of the priority 2 and 3 work from the May 2020 tree survey, and the Invoice had been received. The PC noted this.
- A walk around the Round Moat with Ian Lorman (who prepared the tree survey) will be arranged at the 20 July PC meeting, when Covid restrictions will hopefully have ended.
- 17 Progress on grant-funded projects**

**a) Zero Carbon project – Cycle Stands**

Cllr Hobro said the cycle stands were now being used more in the warm weather.

**b) Round Moat (Pebble) project**

Cllr Collinson said the survey of the Round Moat via GPS equipment and Google earth data was underway. He hoped to map out the meadow area, and possibly paths. There may also be drone canopy survey data and photographs to help identify where the trees are dying and where they are thriving.

The Bat survey had been postponed. Building of a bug hotel was planned for that weekend. There had been good regrowth of sapling elms, which may need thinning out.

Cllr Collinson had also noted some more dead elm trees in the Round Moat.

**18 Finance & General Purposes**

**a) Defibrillator / First aid training**

It was considered that providing another defibrillator as well as first aid training would be a good approach. This will be discussed further in the next meeting.

**b) Bills to be paid**

The insurance package offered by Came and Company had been approved via email by the PC and then accepted by the Clerk; the Invoice for this had been received. The PC noted this.

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

Seniorlink Eldercare – May 2021, £62.03

CAPALC – Chairmanship training, £50.00

Shire Trees Limited – Priority 2 & 3 tree works, £9,000.00

Shire Trees Limited – Lifting crown of Lime on Butts Lane, £96.00

Came & Company – PC Insurance for 2021-2020, £1,321.92

Fowlmere Village Hall – Hire of Pavilion Room in May & June, £72.00

K Byrne – Dropbox refund (Annual Subscription), £95.88

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

The bill payments were approved.

**Bills already approved / Direct Debits**

OPUS ENERGY LTD - 3 May to 2 June 2021, £154.57

EDF Energy – Cemetery Electricity, £11.00

Clerks Salary (Direct Debit) – Confidential

NEST (pension contributions), £50.41

**Income**

Fee for Additional inscription (Mr Pile) – £40.00

**Bank transfers**

Transfer from Cambridge Building Society to Unity Trust current Acc. (rest of S106 money), £2,382.44

Transfer from Unity Trust current to Unity Trust savings Acc. (rest of S106 money), £2,382.44

**19 Correspondence – June Correspondence list**

The PC noted the correspondence.

**ACTION – Clerk to respond to Mr Godhaniya, Gail Broom, Nicola Webb and display the Food Programme poster in the FPC Noticeboards**

Clerk

## 20 Action List Update

The Action List was reviewed and updated.

## 21 Ideas for Improvements to Village Life

### a) Street Signs

Cllr Mulholland was still awaiting a reply from Gail Broom.

### b) Queen's Jubilee celebration

Cllr Lennon said she planned to organise a celebration for the Queen's Jubilee, which will be on Friday 3 June 2022. She wants to co-ordinate efforts from all possible volunteers and groups who are interested in helping

**ACTION – All to give contact details of any volunteers to Cllr Lennon**

All

### c) Additional village sign

Cllr Wragg proposed that another smaller village sign might be put at the High St and Thriplow Road junction. The PC thought this was a good idea and Cllr Wragg should obtain some quotes.

**ACTION – Cllr Wragg to obtain quotes to provide and install another Village sign for the High St and Thriplow Road junction**

Cllr Wragg

### d) Future projects

Cllr Hobro proposed that he prepared an application for the SCDC Zero Carbon fund (deadline is 31 July) for a nature area with wildflowers, bluebells and some seating (perhaps curved benches). Possible locations for the nature area were discussed including the Section 52 land on Ryecroft Lane, Jacksons Way near the Green.

Cllrs Hobro, Collinson, Roberts, agreed to meet and discuss which patch of land might be the most suitable on Saturday 19 June at 4pm.

**ACTION – Cllrs Hobro, Collinson & Roberts to meet and discuss possible areas for the nature area; Cllr Hobro to prepare a draft application**

Cllrs Hobro,  
Collinson &  
Roberts

The meeting closed at 22.17.

Dates of next meetings:

BB Meeting

7:30pm Monday 12th July 2021

– Cemetery Chapel

PC Meeting

7:30pm Tuesday 20th July 2021

– Pavilion Room, Village Hall

# Annex A – Cambridgeshire County Councillor Peter McDonald’s Report

## Report for Parish Councils – June 2021

### Vaccination

You can see the daily data here:

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

### New County Council Joint Administration of Lib Dems/Labour/Independents

I sent you all the new administration document with plans & aspirations. Cambridgeshire County Council’s Annual General Meeting (Tuesday, 18 May) has agreed a new Joint Administration to lead the work of the council, following a Joint Agreement signed by the leaders of the Liberal Democrat, Labour and Independent groups on Friday.

And as a first step in its new agreement Joint Administration today confirmed an immediate annual saving of £72,000 in Member allowances as a result of changes it has made to the county’s committee structure.

At May 18<sup>th</sup> AGM, held at Duxford to ensure COVID security, Cllr Lucy Nethsingha became Leader of the Council, having been confirmed as chair of a new Strategy and Resources Committee (SRC) responsible for the overarching co-ordination of the council’s corporate services, with Cllr Elisa Meschini appointed as vice chair of Strategy and Resources, and Deputy Leader of the Council.

The joint agreement sees the reduction from seven to five of the service and policy committees, with the work of the previous Commercial and Investment Committee now largely within the remit of Strategy and Resources, and that of the Health Committee forming part of the remit of the new Adults and Health Committee – reflecting a new integrated care role for the council working with the NHS.

“Among the commitments from our agreement that we had already honoured by the time today’s meeting was over include.

- A saving of £20,000 a year to four ‘community champions’ by deleting those posts from the membership of the Communities, Social Mobility & Inclusion Committee.
- Saving an extra £52,000 a year in total in special responsibility allowances for two Chairs and two Vice Chairs of the Commercial and Investment and Health Committee
- Setting up an immediate appraisal of the county’s current arrangements on fighting the pandemic, as a first step towards setting up a Covid recovery plan

You can read full details of the Joint Administrations agreement here

[https://d3n8a8pro7vhmx.cloudfront.net/cambridgelibdems/pages/5179/attachments/original/1620984611/Cou nty\\_agreement\\_2021\\_FINAL.pdf?1620984611](https://d3n8a8pro7vhmx.cloudfront.net/cambridgelibdems/pages/5179/attachments/original/1620984611/Cou nty_agreement_2021_FINAL.pdf?1620984611)

Roles confirmed at the AGM are as follows:

- Chair of the Council Cllr Derek Giles (Ind) / Vice-Chair Cllr Sebastian Kindersley (LD)
- Strategy and Resources – Chair Cllr Lucy Nethsingha (LD) and Vice-Chair Cllr Elisa Meschini (Lab)
- Service and Policy Committees – which will now meet quarterly
- Adults and Health – Chair Cllr Richard Howitt (Lab) and Vice-Chair Cllr Susan van de Ven (LD)
- Children and Young People – Chair Cllr Bryony Goodliffe (Lab) and Vice-Chair Cllr Maria King (LD)
- Communities, Social Mobility and Inclusion – Chair Cllr Tom Sanderson (Ind) and Vice-Chair Cllr Hilary Cox Condon (Lab)
- Environment and Green Investment – Chair Cllr Lorna Dupré (LD) and Vice-Chair Cllr Nick Gay (Lab)
- Highways and Transport - Chair Cllr Peter McDonald (LD) and Vice Chair Gerri Bird (Lab).

### Summer Holiday Childcare & Activities

A scheme to provide holiday childcare, activities and food for children in Cambridgeshire is about to start taking bookings for the summer holidays.

Any child receiving free school meals, because of an income-based benefit, is eligible for the Holiday Activity and Food (HAF) programme, which ran successfully throughout the Easter holidays and has now been extended into the summer.

Funded by the Department for Education (DfE), it enables local authorities to coordinate free holiday childcare, which includes healthy food and enriching activities for children who receive benefits-related free school meals. The programme will be delivered by approved holiday scheme providers and childminders, co-ordinated by Cambridgeshire County Council.

Up to four weeks of activities will be offered during the school summer holidays. Parents can book places directly with participating holiday schemes from Monday, 7th June. Information about how to book with participating providers can be found at [www.cambridgeshire.gov.uk/haf](http://www.cambridgeshire.gov.uk/haf).

As part of the HAF programme, eligible children will be able to access:

## **Annex A – Cambridgeshire County Councillor Peter McDonald’s Report**

- Fun and enriching play opportunities that provide children with new skills and knowledge or allow them to try out new experiences.
- At least one meal a day.
- Sessions on healthy eating such as getting children involved in food preparation and cooking, growing fruit and vegetables.
- Support for parents, carers or other family members with guidance on how to source, prepare and cook nutritious and low-cost food.
- Information and signposting to other services and support which might be helpful.
- Each eligible child will be entitled to up to 64 hours of free holiday childcare throughout the school summer holiday period.

Cambridgeshire County Council is working with local schools, voluntary and community organisations, and childcare providers to deliver the HAF programme.

### **Covid Rapid Testing vans**

There are now even more ways for people to take a rapid Covid test in Cambridgeshire and Peterborough following the launch of three new mobile testing vans.

The vans will be stationed at popular public venues giving people the chance to take a rapid test or collect a testing kit for home use.

Fully trained staff will be on hand to discuss issues around testing and answer any questions residents may have.

The vans will initially be stationed at the following locations on a rota basis, subject to change: 1. Sidney Street in Cambridge 2. Scotsdales garden centre, Cambridge Rd, Great Shelford, Cambridge.

For more information, including the opening dates/times, plus any changes to site locations, visit our rapid testing webpage. <https://www.cambridgeshire.gov.uk/residents/coronavirus/coronavirus-covid-19-rapid-community-testing>

### **Consultation: Cambridgeshire Local Cycling and Walking Infrastructure**

This is an important opportunity to contribute views – please note closing July 6th.

<https://consultcambs.uk.engagehq.com/cc-local-cycling-and-walking-infrastructure-plan-consultation-2021>

### **Foxton Travel Hub**

We are meeting officers on June 15<sup>th</sup>.

### **East West Rail**

Consultation finished June 9<sup>th</sup>. The County Council will agree a response at its June 22<sup>nd</sup> Committee.

### **Thakeham**

Thakeham has to date not lodged a submission to the South Cambs Call for Sites.

SWCAG has invited Thakeham to a public meeting to answer questions from the public, but Thakeham has yet to agree a date.

The recent SWCAG meeting for parish council representatives with Stephen Kelly, Head of Greater Cambridge Shared Planning, focused on the OxCam Arc and juxtapositions of local authority and central government planning powers. This was an excellent session and we’ll be looking to replicate it at a forthcoming public meeting.

A response has been received on an appeal to a Ministry of Housing Communities and Local Government’s Freedom of Information Act refusal. This will be posted on the SWCAG website.

Updates as usual here: [www.swcag.org.uk](http://www.swcag.org.uk)

Peter McDonald

June 6<sup>th</sup> 2021