

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD  
IN THE PAVILION ROOM, VILLAGE HALL, FOWLMERE  
**TUESDAY 18<sup>TH</sup> FEBRUARY 2020 AT 7:30 PM**

PRESENT: Cllr L Wragg (Chairman), Cllr D Roberts, Cllr P Burge, Cllr R Lennon, Cllr P Collinson, Cllr S Mulholland and Cllr C Howe

IN ATTENDANCE: Ms K Byrne (Clerk)

**Actions**

**1 Apologies for Absence**

There were apologies for absence from Cllr M Vinton.

**2 Declaration of Interest in agenda items**

None was declared.

**3 Minutes of the Parish Council Meeting of 21<sup>st</sup> January 2020**

The wording in item 14a was agreed and updated during the meeting; the updated minutes were agreed as a true record, and were signed by Cllr Wragg.

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

Regarding item 15a 'Finance & General Purposes, Defibrillator', Cllr Burge and the Clerk have now sent a letter to the Chequers regarding hosting a defibrillator.

**5 PC Vacancy**

South Cambridgeshire District Council (SCDC) did not receive any requests for an election, therefore the casual vacancy can be filled by co-option. The vacancy will be advertised in the Fowlmere and Thriplow News magazine, on the FPC website and Facebook, and on the noticeboard. The deadline will be Monday 6 April. Any applicants can then be considered in the PC meeting on 21<sup>st</sup> April 2020.

**6 Village Hall**

Mrs Woods was not present at the meeting but she had asked the clerk to let the PC know the following: that plumbing work has started on the changing rooms refurbishment today; that Mrs Woods has been invited to apply for a grant towards the second quote at the beginning of the new financial year; and that Mrs Woods has secured a grant from SCDC towards work on the rear car park. Cllr Wragg said this is very satisfactory.

**7 County Council Matters**

There is currently no Cambridgeshire County Councillor, and a by-election will be held on 27<sup>th</sup> February 2020.

**8 District Council Update**

Cllr Roberts gave an update on the SCDC Planning delegation provisions – see Planning Minutes for 18 Feb 2020, item 7.

**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.

## 9 Reports from Meetings Attended

Cllr Burge and Cllr Wragg attended the PC Liaison meeting on 28 Jan; there was an emphasis on green issues during the discussions, and there was a very good turnout from SCDC. Numerous grants are available particularly for green initiatives.

Cllr Burge and the Clerk attended demonstrations of the new Greater Cambridge Shared Planning portal on 29 Jan / 5 Feb – see Planning Minutes for 18 Feb 2020, item 8. Cllr Burge added that although paper documents will continue to be distributed for the time being, SCDC is considering becoming completely electronic. This may mean that the PC requires projection equipment to look at applications on screen at future Planning meetings.

Cllr Burge attended a cross-village meeting on 30 Jan. There was a presentation from Tim Watkins of Greater Cambridge Partnership. Cllr Burge said it was useful to discuss transport issues with other parishes. However, there was no commitment to providing a cycleway between Fowlmere and Foxton. Cllr Burge will write a letter to Tim Watkins (of GCP) to ask him to consider construction of a cycleway. Cllr Burge

Cllrs Burge, Roberts and Wragg met with Uzma Ali of SCDC on 11 Feb to discuss the Housing Needs Survey, and to better understand what is involved with an entry-level exception site. An application proposing to build entirely affordable housing is anticipated; the PC will be consulted in due course.

Cllr Wragg thanked Cllr Burge for his hard work in attending all these meetings.

## 10 Burial Board

### a) Interment 20<sup>th</sup> Feb

The Clerk had sold plot 501 to the family of Mrs Goss; the interment is planned to take place on Thursday 20 Feb at 2.40pm. The grave digger has been asked to use only top-soil on the filled grave, and to remove all spoil from the site. Cllr Mulholland and Cllr Roberts will check the state of the grave after the interment. Cllrs Mulholland & Roberts

### b) Chapel Repairs

The window repairs are now complete, and the PC is happy with the work carried out by Cambridge Stained Glass. Glen Johnson has not yet responded to a request for a quote for other chapel repairs. Clerk to phone Glen to chase. Clerk

### c) Chapel Shed

Cllr Mulholland had received some quotes from John Cobb for removing the old shed and preparing the ground for a new one, however, the costs are quite considerable. Cllr Burge said that this will be one of our investments for the next Financial Year.

### d) Other Matters

Cllr Roberts said that there has been a problem with deer eating real and artificial flowers in the cemetery. Cllr Mulholland said that daffodils could be planted in the soil between the old and new cemeteries where the iron fence used to be. All concurred with this.

Cllr Mulholland has been working on a digital version of the cemetery map. Cllr Wragg thanked Cllr Mulholland for his hard work on this.

## 11 Planning Committee

### a) Neighbourhood Plan

Cllr Roberts has spoken to SCDC regarding finding an officer to advise the PC on Neighbourhood Planning; the details of who it will be is still to be confirmed. After seeking professional advice, Foxton are resubmitting their Neighbourhood Plan.

### b) Greater Cambridge Local Plan

Cllr Roberts said that the deadline for submissions for land supply has been extended. Cllr Wragg said that the Local Plan is a very important document so the PC should send in a considered response, at the correct time, not at this initial stage. Cllrs Burge and Roberts to draft a letter on behalf of the PC.

Cllrs Burge and Roberts

The initial consultation is open until 24 February at [www.greatercambridgeplanning.org](http://www.greatercambridgeplanning.org).

## 12 Scheduling of Meetings

Cllr Mulholland said that putting a meeting (Planning, Finance or Burial) before the monthly PC meeting can have a detrimental effect on the latter items on the PC agenda, due to tiredness. He suggested that as there are roughly 2 meetings per month (except August) a meeting in the 1<sup>st</sup> week of the month could be scheduled along with the usual PC meeting in the 3<sup>rd</sup> week of the month. Cllr Mulholland also suggested that the items on the agenda could be rotated. Cllr Wragg and the Clerk to discuss this outside the meeting; and to be further discussed at the next PC meeting.

Cllr Wragg / Clerk

## 13 St Mary's wall / Savile Way wall

The planning application for St Mary's Wall repairs has been submitted; the decision is expected in March. Cllr Roberts thanked Cllr Burge and the Clerk for their hard work on the application.

Regarding the wall in Savile Way, Cllr Roberts suggested as the crack in the wall is getting bigger, and the buttresses supporting it are on PC land, the PC need to go back to the owners of the Green to ask about their plans for repairing it. Cllr Mulholland said we also need to mention the unstable wall and temporary fencing around the front of the property. Cllr Wragg and Clerk to draft a letter.

Cllr Wragg / Clerk

## 14 Assets of Community Value

Cllr Collinson said that many other local Parish Councils have put buildings onto the register of Assets of Community Value, such as pubs like the Chequers. Cllr Burge said that the list of assets is primarily for communities to be able to express a wish to bid on a building (when it is up for sale) and, as a listed asset, extra time is given before the asset is put on the open market. Fowlmere had previously done this with the Queen's Head pub but the village had been unable to put in a bid. Cllr Burge said there is one other advantage to listing assets, which is that the asset cannot be sold for a change of use under permitted development for 5 years. Cllr Roberts to approach SCDC to request information; Cllr Collinson to register the Chequers, the Swan, and the old Queens Head as assets.

Cllr Roberts  
Cllr Collinson

**15 Timber Care**

Before the meeting, Cllr Mulholland had made a list of items in the village needing repairs, including noticeboards, benches, a wooden frame around a tree on the Butts, bird boxes on Savile Way, and a wall near the Green which is covered in ivy and needing to be cut back. The PC agreed that the items need to be repaired. Cllr Mulholland to ask Cllr Vinton to quote for the work on the main noticeboard, and Ian Wilson to quote for the remaining work. Cllr Roberts to ask the housing department about responsibility for the walkway between Ryecroft and Chapel Lane, which also may require some attention.

Cllr  
Mulholland  
Cllr Roberts

**16 Road Safety**

**a) LHI Application Update**

Cllr Howe said that the CCC consultation has concluded, and there have been some objections: 3 objections to the location of the speed hump on Long Lane outside Fairhaven (near to Rectory Lane); 1 objection to speed cushions, suggesting that we install speed humps instead; 1 objection to the positioning of the first features on Long Lane and High Street. James Toombs proposed, due to cost, objections and road safety comments, to remove the speed hump outside Fairhaven and replace with carriageway roundels and edge lining. A decision on this will be taken by the county councillor (who has not yet been elected) and the traffic manager. Cllr Roberts said that the PC would be concerned if the Fairhaven speed hump is not included as drivers may well speed up. Cllr Burge said that the PC should have a voice since we are paying two thirds of the costs. Cllr Howe to draft a letter to James Toombs with the PC's concerns.

Cllr Howe

**b) Speedwatch Update**

Cllr Lennon has been on the speedwatch training course and has canvassed in the village for other volunteers. Cllr Lennon said that the police will now come out to villages to do training (they are coming to Foxton on 7 March), which might encourage more people to volunteer. The police have new speed detecting machines that monitor from 20mph. Also the PC can apply to SCDC for funding to get signs to say Fowlmere is a Speedwatch Village. The police have initiated an HGV speedwatch, but this requires a Weight Restriction Limit in the village. Cllr Howe said that getting a Weight Restriction Limit has been explored but we have been advised to get the traffic calming scheme installed first. Cllr Lennon said the police are piloting a scheme where if a driver has 2 letters due to speeding, they will be fined.

**c) Casualty Reduction Support Fund**

Nothing to report.

**d) HGVs in the village**

Cllr Mulholland received a comment from a villager that HGVs regularly get stuck on Butts View, often due to Satnav misdirecting them to the Butts Industrial Estate. The PC discussed whether there is scope to put up a sign saying Butts Industrial Estate this way, and another on Manor Farm road. Cllr Howe will ask James Toombs about signage for trucks and if anything can be done about Satnav sending large vehicles the wrong way.

Cllr Howe

**17 Trees, Grass and Hedges**

**a) Tree Survey**

## Actions

The Clerk will ask 5 tree surgeons to quote to carry out a Tree Survey, which includes all PC-owned trees in the village including those in St Mary's churchyard. Clerk

### **b) Free SCDC trees – update**

Cllr Collinson said that he had obtained a list of trees of British species from Scottsdale's, approx. 40 trees, which was reduced to 19 when he removed trees that might create a problem (e.g. any fruit trees), and trees that would be unsuitable for the type of soil on the Butts. He gave the list to Mr Atkin for the children to discuss. Cllr Howe said that before purchasing, it would be worth checking that the tree had been grown in Britain as foreign-grown trees may bring in diseases. Cllr Collinson to co-ordinate with the school and then purchase the chosen tree with the voucher from SCDC. Cllr Collinson

### **c) Tree in Moat – see email 11 Feb 2020**

A Fowlmere resident had asked the PC for permission to pollard a tree close to their boundary fence and located on their side of the ditch in the Round Moat. Cllr Burge said that the tree is in the area of riparian rights but is on the resident's side of the ditch. The PC decided it has no objections to the resident pollarding the tree, but not felling it. However, the resident needs to check with the SCDC Tree Officer whether a TPO application is required. Clerk to respond to the resident. Clerk

### **d) Community Orchard**

The Clerk had asked Peter Topping for a contact at CCC regarding the asbestos but has received no reply. The PC will await the election of a new CCC councillor before progressing with this matter.

## **18 Finance & General Purposes**

### **a) Precept acknowledgement**

SCDC has acknowledged receipt of the 2020/21 precept requirement from Fowlmere PC of £41,880.00. The precept will give a Band D equivalent for 2020/21 of £72.65, an increase of £3.96 or 5.76% above the Band D equivalent charge in 2019/20.

### **b) PC / storage / backup**

Before the meeting, Cllr Collinson and the Clerk had examined the laptop. Cllr Collinson said that the Clerk backs up the documents to One Drive automatically, and also manually to Dropbox once per month, which is adequate backup in the case of a virus attack. Cllr Collinson had also carried out some updates and removed unnecessary software, which will allow the laptop to work more efficiently. Cllr Collinson said that the laptop has an old-fashioned hard drive, which is slow, and he recommended replacing it with a solid-state drive. Cllr Collinson to source the new hard drive. Clerk to purchase. Cllr Wrage thanked Cllr Collinson and the Clerk for their hard work. Cllr Collinson / Clerk

### **c) Bills to be paid**

Seniorlink Eldercare - Jan 2020, £80.66

Fowlmere Village Hall - Pavilion Room Hire (18 & 26 Feb), £42.00

Caloo Ltd - Vinci wooden climbing frame, £10,800.00

D R A MacDonald (Cambridge Stained Glass) – work on 6 Windows, £1,631.78

K Byrne - petrol expenses refund, £15.30

Peter Burge – refund for planning application, £142.00

**Bills already approved / Direct Debit**

OPUS ENERGY LTD - 3 Jan to 2 Feb 2020, £168.30 (DD)

K Byrne – Salary (Confidential)

K Byrne – NEST (refund), £49.21

**19 Correspondence**

**a) Correspondence List – Feb 2020**

The PC noted the correspondence.

Clerk to put Shire Homes Lettings poster up in the Butts noticeboard.

Clerk

**20 ACTION LIST UPDATE:**

The action list was reviewed and updated.

**21 Ideas for Improvements to Village Life**

Cllr Burge attended the sustainability group meeting; about 12 attended, they were interested in doing more sustainable things in the village. Some ideas discussed were – litter picking (SCDC have litter picking handles), enhanced recycling facilities in the village, tree planting (limited on public land but more could be planted on private land and gardens), wildflower planting. The sustainability group are on Facebook (as Fowlmere Sustainability Group?). Cllr Wragg suggested that when the protected verges are cut, volunteers could come and lift the cuttings. Also, the PC suggested it might be willing to allow the group to use an area for wildflower planting – perhaps opposite Champions Close or to the left of the footpath on the Green.

**22 Other Matters (for information only)**

Cllr Collinson asked if who owns the streetlights, as the PC should consider replacing the bulbs with LEDs. Cllr Burge said that this is being rolled out now by SCDC.

Cllr Howe mentioned the unannounced closure of Long Lane in week commencing 17 February. No notice of this closure had been given.

Cllr Wragg said that the road closures and restrictions for this year's Cereals Event are not going to affect Fowlmere this time.

The date of the next meetings:

Finance Meeting – Wed 26<sup>th</sup> February 2020, 7:30pm in the Pavilion Room, Village Hall.

PC Meeting – Tuesday 17<sup>th</sup> March 2020, 7:30pm in the Pavilion Room, Village Hall.

The meeting closed at 10.00.