

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD
IN THE MAIN HALL, VILLAGE HALL, FOWLMERE
TUESDAY 17TH MARCH 2020 AT 7:30 PM

PRESENT: Cllr L Wragg (Chairman), Cllr D Roberts, Cllr R Lennon, Cllr M Vinton and Cllr S Mulholland

IN ATTENDANCE: Ms K Byrne (Clerk), Mrs D Woods, Cllr Peter McDonald, Paul and Jo Searle, Joe Escott, Jeremy Pymmer, Lisa Turner, Sarah Deacon, James Hobro (the latter 8 left at 20:30)

Actions

1 Apologies for Absence

There were apologies for absence from Cllr C Howe, Cllr P Burge, and Cllr P Collinson.

2 Declaration of Interest in agenda items

None was declared.

3 Minutes of the Parish Council Meeting of 18th February 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 were none.

By agreement of the PC the next item discussed was item 10.

5 PC Vacancy update

No applications have been submitted for the vacancy so far.

ACTION – Clerk to remove the deadline from the advert

Clerk

6 Village Hall

Mrs Woods said that due to the Coronavirus there have been lots of cancellations at the Village Hall. Therefore, the Village Hall Management Committee (VHMC) have decided to close it until the end of April (the situation will be reviewed again then), the only exception is the Blood Donating session which will go ahead on 19 March 2020. All heating and bin collections will be cancelled, which will reduce running costs. The VHMC will manage financially for the time being as they have built up a year's contingency money, and running costs are will be considerably less when the services are cancelled.

7 County Council Matters

Cllr Peter Mc Donald was elected as Cambridge County Councillor in February. Before the meeting he had circulated a general report to all the parishes. Cllr McDonald attended the PC meeting; he said he will catch up on local issues soon with the District Councillor (Cllr Roberts). He will produce a monthly report for all his parishes, and keep us updated on progress.

The deadline for LHI has been brought forward and is shorter (1 April-31 May 2020), comments on this new schedule are sought.

Cllr Wragg mentioned that there is asbestos on the CCC land near the school car park, which was reported to CCC some time ago. Cllr McDonald said he will deal with it.

Actions

Cllr Roberts said that there is an issue with deer regularly crossing the roads in Fowlmere, and 4 were killed on Long Lane recently. Cllr McDonald will enquire about getting Deer road signs and get back to us. Cllr Wragg thanked Cllr Mc Donald for his contribution.

Cllr
McDonald

Cllr
McDonald

8 District Council Update

Cllr Roberts said that the budget for SCDC is going up by 2.6%. SCDC is not cancelling meetings at the moment but people are starting to work from home. This will be reviewed continually.

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

None was attended.

10 Planning for possible virus needs within village (email 12 March)

There was a lot of interest in this item from members of the public, so, it was proposed by the Chairman, and agreed by the PC, that this item would be discussed before item 5.

Cllr Wragg said that Covid 19 is presenting us with challenges and we don't know how long it will last. Cllr Robert's said that from tonight's turnout (from members of the public) and from Facebook messages, there is much interest within the village to help the older and more vulnerable residents. However, the efforts need to be co-ordinated, and safety is paramount. We need to have a good system in place from the different agencies – the PC, the church, Fowlmere friendship group and the Facebook volunteers. Cllr Roberts suggested that a PC-headed leaflet, along with the other groups, be sent out to all parishioners.

Mrs Woods said there are 34 members in the friendship group (who are mostly elderly); she had spoken to them all today and she will ring them regularly. She would like a list of contact names of volunteers for whom it is safe for the members to contact.

Mrs Turner said that the vicar is compiling a list of vulnerable residents (elderly, single mothers, sick). They would also like a list of contacts, but the safe-guarding is crucial.

Perhaps they could use people who are already DBS checked.

Joe Escott had compiled a large group of volunteers on Facebook, to date 119 members of the community had offered help. Not all have been DBS checked. He wanted the PC to legitimise the group, and he agreed with a leaflet drop.

Cllr Mulholland suggested that Fowlmere and Thriplow PCs might offer to fund a free FaTN issue.

Cllr McDonald said that he will be concentrating on the impact on SEM businesses. Any business people who are worried should contact Cllr McDonald at:

openforbusiness@scamb.gov.uk or at: cldr.mcdonald@scamb.gov.uk

Sarah Deacon had the text of an email that had been sent out to Thriplow residents and offered to help with wording of the leaflet.

Cllr Roberts proposed that the PC pay for the costs for a leaflet to be sent out to the whole village; all concurred.

It was agreed that all interested people and parties would meet tomorrow (Wednesday 18 March) at 7.30pm in the Village Hall; they will prepare the leaflet.

Cllr Wragg thanked all the members of the public for their interest and attendance.

11 Burial Board

a) Chapel Repairs

Glen Johnson had submitted a quote to repair the brickwork on the Chapel (£425). The PC considered the quote and Cllr Mulholland proposed that this is accepted (with the agreement of the Chair of Finance); all concurred.

ACTION – Clerk check with Cllr Burge, and then let Glen Johnson know.

Clerk

12 Planning Committee

a) Apple Acre update

The Apple Acre Park application S/4002/19/VC 'Removal of condition 2 of planning permission S/1156/92/F' was discussed at the SCDC Planning meeting. Cllr Roberts said that as no one else was available from Fowlmere PC she declared an interest and came to it afresh to speak on behalf of the PC. She agreed with the PC in its view that the application should be refused. After a thorough debate the result of the vote was refusal – 5 to refuse, 3 to approve, 2 absented. The appeal date is not decided yet. Cllr Wragg suggested that the PC should approach Philip Kratz for advice on this.

b) 5-year land supply status

Cllr Roberts said this is now at 5.03 years.

c) Neighbourhood Plan

Nothing new.

13 Meetings

a) Scheduling / Location

Cllr Wragg said that it is preferable to not have 2 meetings on the same night; all concurred with this.

Regarding location, during the Coronavirus emergency, and whilst the Village Hall is not holding clubs, for now it would be safer to hold meetings in the Main Hall at the Village Hall. Mrs Woods agreed to this. However, it may soon become necessary to cancel face-to-face meetings, and/or conduct them online.

ACTION – Clerk to let URC know that PC meetings will not be going ahead in the School Room for the foreseeable future.

Clerk

b) Annual Village Meeting 2020

The PC considered that the Annual Village Meeting (AVM) may need to be cancelled or postponed due to the Coronavirus emergency. Clerk to confirm whether the AVM, and also Parish Council AGM meeting, can be taken into June or July.

Clerk

14 St Mary's wall / Savile Way wall update

A decision on the planning application for St Mary's Wall is still awaited.

Regarding the wall in Savile Way, the Clerk had written to the owners of the Green to ask when they plan to repair the wall on Savile Way, and also the wall at the front of the property. No response has yet been received.

15 Assets of Community Value

Cllr Collinson was not at the meeting but had said that he is working on the Asset of Community Value application.

16 Timber Care

Cllr Wragg thanked Cllr Vinton for the great job he had done restoring the PC Noticeboard; all concurred with this.

Ian Wilson had submitted a quote for the list of jobs compiled by Cllr Mulholland. The PC reviewed it. Cllr Mulholland proposed that his quote is accepted (with approval of the Chair of Finance); all concurred.

17 Review of PC email addresses

Cllr Lennon said that from the training course she had attended last year, good practice was for councillors to have PC email addresses that are linked to the role on the PC, e.g. Chair of Planning. Cllr Mulholland suggested that Cllr Collinson could look into a new website with approximately 20 associated email addresses.

ACTION – Clerk to ask Cllr Collinson to look into options and costs for a new website with up to 20 associated email addresses.

Clerk / Cllr Collinson

18 Road Safety

a) LHI Application Update

Cllr Howe was not present at the meeting but had prepared some points for the PC to consider. Cllr Wragg read these out along with the main points of the anonymised objections derived from the CCC consultation.

The PC accepted the CCC highway’s recommendation that the hump outside Fairhaven be removed, for safety reasons, and concurred with the suggested modification of the white lining to reduce the risk of encouraging drivers into the middle of the road. Cllr Wragg suggested that the PC should request that Cllr Sebastian Kindersley be asked to lead on this matter instead of Cllr Hickford; all concurred.

ACTION – Clerk to circulate the anonymised objections to the PC, and draft an email to James Toombs requesting Cllr Kindersley be asked to lead.

Clerk

b) Speedwatch Update

Nothing to report.

c) Casualty Reduction Support Fund

Nothing to report.

d) HGVs in the village

Signage for HGV – Cllr Mulholland will forward the photo of the trapped HGV on Butts Lane.

Cllr Mulholland

ACTION – Clerk to ask Josh Rutherford about signage for HGVs and if anything can be done about Satnav sending large vehicles the wrong way

Clerk

e) Cereals Exhibition (10-11 June 2020)

Cllr Mulholland suggested that the PC asks the Cereals event organisers for some signage saying 'No Events traffic – Access Only' for Chrishall Road, ready for the next Cereals Exhibition. This to be at their cost rather and as part of the overall road closures & traffic flow scheme.

19 Trees, Grass and Hedges

a) Grass-cutting / additional work

The Clerk had prepared a draft document Terms & Conditions for the Grass-cutting contract, which the PC reviewed. Cllr Wragg made some suggested changes.

ACTION – Clerk to update the document and send to Martin Hardy to sign.

Clerk

b) Tree Survey quotes

The Clerk received 4 quotes and before the meeting circulated a summary of the quotes to the PC. The PC reviewed this. Cllr Roberts proposed that the PC award the contract to Argenta, Cllr Vinton second; all concurred (with agreement of the Chair of Finance).

ACTION – Clerk to check with Cllr Burge, and then let the contractors know the decision

Clerk

c) Protected verges

The PC agreed that the work that Agriplant did last year was good value and should be asked to quote again. Clerk to ask Philip Ricketts to advise on timings.

ACTION – Clerk to ask Agriplant for a quote, and ask Philip Ricketts to advise about timing of the spring cut

Clerk

d) Free SCDC trees – update

Due to the situation with the Coronavirus and the headmaster being very busy, it was decided that the PC would go ahead and purchase a tree without school involvement (perhaps they could help with the planting if the school is open then).

Cllr Roberts proposed that the PC purchase a Silver Birch; all concurred with that.

ACTION – Cllr Roberts to purchase the tree, and arrange planting.

Cllr Roberts

e) Community Orchard

Cllr McDonald said earlier that he will deal with the asbestos on the CCC land.

20 Finance & General Purposes

a) Audit 2020

i. Asset Register

Cllr Mulholland had circulated the updated Asset Register which the PC considered.

Cllr Wragg will update the list into items to be insured, and items to be self-insured.

Cllr Wragg

ii. Internal auditor

The Clerk had received a quote from LGS services that the internal audit would cost £95+VAT (with additional work at £30+VAT/hr). The Cllr Wragg proposed that the PC use LGS services again this year, this was seconded by Cllr Vinton; all concurred.

ACTION – Clerk to engage LGS services as the PC's internal auditor

Clerk

iii. Scope of audit

Scope as defined in the 2020 letter from LGS Services to Parish Councils and Clerks.

b) Renewing membership – SLCC / CAPALC

SLCC annual renewal is £161. CAPALC renewal is £408.22.

The PC agreed to renew membership of SLCC; renewal of membership of CAPALC to be discussed with Cllr Burge.

c) Transfer S106 funds from Cambridge Building Society to Unity Trust Bank account

Letter was signed by Cllr Wragg and Cllr Roberts.

Clerk

ACTION – Clerk to send letter.

d) Donation to Royston & District Community Transport

In previous years Fowlmere PC has donated £300 to the Royston & District Community Transport fund. Cllr Vinton objected to this. To be discussed again in the next meeting

Clerk

ACTION – Clerk to ask RDCT if they include in the Fowlmere journeys those trips from MVC for school children.

e) Bills to be paid

Seniorlink Eldercare - Feb 2020, £75.42

Fowlmere Village Hall - Pavilion Room Hire (17 & 19 March), £42.00

K Byrne - petrol expenses refund, £22.50

Chairman's Allowance, £150.00

CAPALC - Finance Training (K Byrne), £85.00

Fairholm Associates (Mel Vinton), £340.00

Foxton Parish Council (A10 Corridor Joint PC Working Party), £14.00

SLCC Membership - 1 April 2020-31 March 2021, £161.00

Bills already approved / Direct Debit

K Byrne – Salary (Confidential)

K Byrne – NEST (refund), £49.21

OPUS ENERGY LTD - 3 Feb to 2 Mar 2020, £153.09

Information Commissioners Office (ICO), £35.00 [from Santander Closed Issue Account]

21 Correspondence

a) Correspondence List – March 2020

The PC noted the correspondence.

Clerk / Cllr

ACTION – Clerk to ask Cllr Collinson if he wants to attend the Traffic Management course Collinson

22 Action List Update

The action list was reviewed and updated.

23 Ideas for Improvements to Village Life

a) Possible V.E. celebrations

Cllr Lennon had done a lot of work towards a celebration on VE Day and she had had a good response. Cllr Wragg thanked her for her hard work. Cllr Mulholland suggested that, given the situation with Covid 19 it, the celebrations might move to VJ day 10 August instead, or failing that Armistice Day. All concurred.

24 Other Matters (for information only)

Cllr Roberts said that the alley near Dovehouse Close is SCDC land, and she will get SCDC to send a street sweeper to clear up the dog mess. She will also check on the fence at 16 Dovehouse close.

Cllr Wragg said that now the building work on Long Lane has finished, the area where vehicles had been parking should now be reseeded.

ACTION – Clerk to ask Martin Hardy to reseed the area.

Clerk

Cllr Mulholland said that the PC could ask Martin Hardy to do the additional work on Jacksons Way. It was agreed this would be done after the tree survey.

Opening the Memorial Well was suggested at the Finance Meeting; this to be put on next month's meeting

Date of next meetings:

PC Meeting – Tuesday 21st April 2020, 7:30pm – location TBD due to Coronavirus.

Finance Meeting – Wednesday 29 April 2020 7.30pm – location TBD due to Coronavirus

The meeting closed at 10.03.