

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL HELD**  
 IN THE URC, CHAPEL LANE, FOWLMERE  
**TUESDAY 17<sup>TH</sup> APRIL 2018 AT 7:45 PM**

PRESENT: Cllr L Wragg (Chairman), Cllr P Burge, Cllr S Mulholland, Cllr D Roberts, Cllr C Howe and Cllr M Vinton

IN ATTENDANCE: Ms K Byrne (Clerk), 5 members of the public including Mrs D Woods, and then later Cllr Topping

		<b>Actions</b>
1.	<b>APOLOGIES FOR ABSENCE:</b> Cllr T Bearpark, Cllr M Sunderland	
2.	<b>DECLARATION OF INTEREST IN AGENDA ITEMS:</b> There was none declared.	
3.	<b>MINUTES OF THE PARISH COUNCIL MEETING OF 20<sup>TH</sup> MARCH 2018:</b> The minutes were agreed and were signed as a true record.	
4.	<b>MATTERS ARISING:</b> No matters arising	
5.	<p><b>AGM AND AUDIT MATTERS:</b></p> <p><b>A) AGREE RISK ASSESSMENTS, CODE OF CONDUCT, ASSET REGISTER, STANDING ORDERS AND FINANCIAL STATEMENT FOR THE AUDIT</b></p> <p><b>Financial Statement</b></p> <p>Cllr Roberts proposed, Cllr Howe seconded, and all agreed to support the Annual Financial Statement 2017-18 as prepared by J Wright (Parish Clerk/Financial Officer - outgoing) and updated by K Byrne (new Parish Clerk/Financial Officer).</p> <p><b>RISK ASSESSMENT</b></p> <p>Cllr Wragg proposed, and Cllr Howe seconded that the document is accepted with one minor amendment, which was corrected, initialled and signed during the meeting.</p> <p><b>ASSET REGISTER &amp; CODE OF CONDUCT</b></p> <p>These were agreed to and signed during the meeting. The Asset Register will be investigated further with regard to the Insurance document. Clerk to circulate insurance document (if possible).</p> <p><b>B) POSTS TO BE FILLED / EXISTING POSTS TO REMAIN AT NEXT MONTH'S AGM</b></p> <p>For the next meeting AGM, Clerk will bring the Documents for the new roles.</p>	<p>Cllr Wragg; Clerk</p> <p>Clerk</p>
6.	<p><b>VILLAGE HALL</b></p> <p><b>A) CHANGING ROOM REFURBISHMENT</b> The application for Building Control approval has been sent but there has been no response so far.</p> <p><b>B) OUTDOOR GYM EQUIPMENT</b> Cllr Roberts to organise a visit to Great Chishill Village Hall on a Sunday morning. Mrs D Woods will also be invited. The date of 6 May at 10:00 was proposed.</p> <p><b>C) COMMUNITY ENERGY GRANT</b> The external lighting at the Village Hall is to be upgraded to LED lighting, with 'darkness' and motion</p>	Cllr Roberts

	<p>sensors. An application for a Community Energy Grant was submitted to SCDC. To be discussed in May.</p> <p>More effective signs are to be put up to deter dog walkers from allowing their dogs to foul. It was suggested that another dog bin be placed at this end of the village at the end of the exit path. Mrs Woods suggested that the PC to pay for one bin and that the VH to pay for the other. Clerk to progress and find out costs – they need to be on the Highway. This is still to be actioned by the new Clerk!</p>	Clerk
7.	<p><b>COUNTY COUNCIL AFFAIRS:</b>  <b>A) REPORTING BACK ON ACTION POINTS FROM LAST MEETING (Cllr Topping)</b>  Cllr Topping attended the second half of the meeting and submitted a written report which he summarised to the Parish Council:</p> <p>.....</p> <p><u>County council report from Cllr Peter Topping to Fowlmere Parish Council</u></p> <p><u>April 2018</u></p> <p><u>Roads and communications networks</u></p> <p>1. The County Council will be carrying out surface dressing on some main roads in South Cambs once the chilly weather has gone so this is likely to be May June. This includes the A10 near Fowlmere. I will be trying to get the highways teams to – at the same time – work on the potholes. This is because the county council has been allocated £1.6m by the govt for pothole repairs to our roads, £600k more than had initially been indicated, so early engagement with the highways depot at Whittlesford is advisable to get potholes filled in using this money.</p> <p>2. I have asked Evan Laughlin to replace the reflective posts in Long Lane and I am meeting him this Friday to check progress.</p> <p>3. The county council is building on the success of its superfast broadband programme which saw coverage rise from 60% in 2010 to 96% by 2018. Now the emphasis is on improving the mobile coverage across the county, both voice and data, which is below the national average. The county council is putting £19m into this and the Combined Authority £5m.</p> <p><u>Health issues</u></p> <p>4. I have said to Barrington Parish Council re provision of primary health care for the villages nearby that</p> <p><i>It seems to me that it is right to seek from the CCG a commitment to review the healthcare provision in the locality and to seek to work with the CCG and healthcare providers to bring about the appropriate provision. It may well be that if there is not sufficient capacity to extend within the existing provider surgeries then the contract could be offered to tender.</i></p> <p><i>I know that in other villages there is work going on to engage with the CCG - Hardwick for example - and it would be worth having a discussion with them about what progress they have made - I understand that our MP Heidi Allen was involved with that.</i></p> <p><i>As chair of the Health and Well Being Board for Cambridgeshire, I am aware of initiatives that seek to ensure the effectiveness of primary health provision, and to ensure that the connections between housing and health are well understood and delivered against.</i></p>	Clerk to email Evan Laughlin

Housing

5. The Combined Authority agreed funding for several housing projects at its meeting last week which I attended as a member. This included money to sort out the flood risk defences at Northstowe to unlock Phase 2 of the new town, allowing 3,500 homes to be built, 1700 of which will be affordable houses. This helps to reduce the pressure on our villages because the more development we can have at Northstowe and Waterbeach the less there needs to be across our district – although some development in our villages is needed and can be expected.

Travellers

6. The government has announced a consultation on how best to deal with illegal traveller sites. This is relevant for villages because the unlawful trespass that occurred last summer and is going on currently at Thriplow Heath took both time and money for landowners – often the parish council as the landowner of recreation grounds etc – to resolve, as well as taking time and money for the district and county councils to help villages with advice and clear up afterwards.

The county council annual budget and the precept increase:

7. Increasing the precept by 2.99% plus an additional 2% for adult social care will give the county council an extra £7m. Some of this will be used to fill a gap of £4m in the county overall budget of £800m, but some of it is being held back, because the county's reserves are very low, and there is no certainty as to what will happen to the adult social care money paid by the government to the county after 2020. So, the money is going into a "smoothing reserve" because of the expected pressures over the next few years on the county council – mainly in adult social care costs, which in turn reflect the fact that we are all living longer and have more complex care needs as a result.

Land for community orchard

8. The county surveyor has been off work for several weeks and that is why I have had no response to my chasing him up. I have asked the head surveyor, Sarah Anderson to take this work forward and I have expressed my dissatisfaction at how long it is taking to draw up a form to lease the land to the parish council.

Fowlmere School

9. The county council view on allocating section 106 money to Fowlmere School. I have spoken to Jonathan Lewis who is the head of the education department and who has written a detailed response to the school in time for the beginning of term. The county council has apologised for their delays and are seeking a meeting with the school. Rob Lewis at the county council is arranging this. I will be meeting the head, Philip, and chair of Governors, Sarah, next Thursday.

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Following Cllr Topping's report the Fowlmere Parish Council responded:

Fowlmere School

Cllr Burge explained that the boundary and expansion information that the county council had acted upon regarding the Fowlmere School is incorrect. Also, that the planning permission for Thriplow school has been given for replacement of classrooms, and NOT for expansion, as has been reported.

	<p>Cllr Wragg reiterated the concerns expressed in his letter to Cllr Topping.</p> <p>Fowlmere Parish Council want the meeting between the school and the county council to happen ASAP, and certainly in the next two weeks.</p> <p>Cllr Roberts will write to the County Council regarding FPC's ownership of the Butts land and that it will be available to the School in perpetuity, to assist the County Council's understanding of the situation.</p> <p><b>B) ROAD CLOSURE PROPOSALS</b> Fowlmere PC had expressed concerns over the scope of the road closure application (South Surface Dressing TTRO Application A10 &amp; A505) in Feb 2018. Fowlmere PC reminded Cllr Topping of their request for him to investigate further, as anecdotal reports indicate that their concerns have been ignored.</p> <p><b>C) Other</b></p> <p>Mr Brian Luker has written to Fowlmere Parish Council to express his wish that the gate at the corner of the Butts should be re-opened. He is under the impression that the Parish Council is progress the matter.</p> <p>Chairman / Clerk to draft another letter to Mr Sheldrick to try and get the gate opened again.</p> <p>Cllr Mullholland asked Cllr Topping about the new gate across the road leading to Manor Farm. Mr Sheldrick has the ability to lock the gate and close the footpath. Would this then allow him to claim that it is no longer a permissive footpath if for example the gate was locked on Christmas Day, even though it has been used as a footpath for many years? Cllr Topping confirmed that it could happen.</p> <p>Clerk to get advice from CAPALC about keeping footpaths open.</p> <p>Cllr Burge to send a screen shot of the area to Cllr Topping to assist his enquiries.</p>	<p>Cllr Roberts</p> <p>Cllr Topping</p> <p>Clerk / Cllr Wragg</p> <p>Clerk Cllr Burge</p>
8.	<p><b>DISTRICT COUNCIL UPDATE:</b></p> <p><b>A) ELECTIONS (3<sup>rd</sup> MAY 2018)</b> Cllr Roberts has put her name forward again for re-election as District Councillor.</p> <p><b>B) DISTRICT COUNCILLOR REPORT</b> Cllr Roberts queried why we do not have any feedback regarding the 5-year land supply for housing. Whether the Liverpool or the Sedgefield method of calculating land supply would be used is not clear.</p> <p><b>The meeting was opened for urgent questions from members of the public and press.</b> Mrs Woods has requested that 2 dog bins be placed at the village hall (one to be paid by VH) – query to South Cambridgeshire. Mrs Woods would like to see any response (if we receive one) before the next VH meeting in May.</p> <p><b>The meeting was then closed to members of the public and press.</b></p>	<p>Clerk</p>
9.	<p><b>MEMORIAL TREE POLICY</b> Cllr Burge and Cllr Mulholland have produced a draft Memorial Tree Policy document, which they circulated. Cllr Burge summarised the policy to the Parish Council. The Councillors agreed to take the draft Policy for more thorough reading.</p> <p>Cllr Roberts still has concerns regarding the number of trees that FPC are already responsible for in areas such as the Round Moat. Also, benches can cause problems at night time, if they are misused.</p>	

	<p>Cllr Mullholland remarked that draft Policy would mean that the Clerk would have a document to refer to should we be approached in the future with another such request for a memorial tree or bench.</p> <p>Cllr Roberts recommended some extra wording for the draft policy that there will be no guarantee that permission will be given. Also, that if the bench or tree caused problems in the future that it would be removed or relocated.</p> <p>Cllr Wragg proposed that if a tree is planted, the source of the tree should be disclosed, so that disease is not introduced.</p> <p>All to feedback further comments regarding the draft Policy.</p>	All
10	<p><b>BURIAL BOARD</b></p> <p><b>A) DATE OF NEXT CLEAR UP</b> Cllr Mulholland proposed that the next clear up date be 12 May at 14:00.</p> <p><b>B) BENCH WORK</b> Cllr Mulholland to speak to Dave Salmons and to come back to us.</p> <p><b>C) MEMORIAL STONE REQUEST</b> (family of John Chamberlain) Members of the family of the late John Chamberlain (from Shepreth and Fowlmere) attended the meeting and wished to express their disappointment that their request had been refused. Cllr Mullholland explained that the request had not been refused and apologised for the confusion. Cllr Roberts explained that the Parish Council try to allow some individuality regarding memorial stones but without causing undue concern to others, and that the policy allows ‘modest’ designs. After further discussion the councillors voted unanimously in favour to allow the design in colour on this occasion with the stipulation that the design is to the dimensions shown in the drawing. The family will have confirmation in writing.</p> <p>Cllr Roberts would like to update item number 84 of the policy at the next Burial Board meeting. Cllr Howe proposed also that at the Burial Board meeting definitions for pictures and modest design should be clarified, and also which colours and to what extent they will be allowed.</p> <p><b>D) LAWN MEMORIAL REQUEST</b> (Bev Wilkinson / Mr &amp; Mrs Sullivan) Permission was refused for the design submitted as it was considered to not be in keeping with the existing range of headstones in the cemetery; also the images of the swans were considered to not constitute a “modest” design, as stipulated in the Burial Policy document. The Policy document will be sent to the enquirer.</p> <p><b>E) ADDITIONAL INSCRIPTION</b> (L Wilson / Rosina Cann) The councillors discussed the request but would like more information. Clerk to ask for photo of the existing grave and where the additional wording should go – send policy</p>	<p>Cllr Mulholland</p> <p>Clerk to confirm in writing</p> <p>Clerk</p> <p>Clerk</p>
11	<p><b>PLANNING COMMITTEE</b></p> <p><b>A) PLANNING MINUTES FROM 20<sup>TH</sup> MARCH 2018</b></p> <p>MINUTES OF A <b>MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE PAVILLION ROOM, FOWLMERE VILLAGE HALL, FOWLMERE ON TUESDAY 20<sup>TH</sup> MARCH 2018 AT 7:15 PM</b></p> <p>PRESENT: Cllr D Roberts (Chairman), Cllr T Bearpark, Cllr P Burge, Cllr S Mulholland, Cllr L Wragg and Mrs J Wright (Clerk).</p> <p>APOLOGIES: Cllr C Howe, Cllr M Vinton, Cllr M Sunderland</p>	

IN ATTENDANCE Mrs Dorothy Woods, Mr Frost, Mrs Kettel, Ms Kerry Byrne

**1. Declarations of interest (if any)**

Cllr Roberts declared that if an application is later placed before South Cambridgeshire District Council she will approach any new information afresh. Also, because Cllr Roberts is a District Cllr at SCDC, the same applies and she will look at any application, which goes to SCDC, afresh

**2. S/0502/18/FL**

Installation of 3m x 4m visitor welcome hut at entrance to Fowlmere nature reserve

**RSPB Fowlmere nature reserve, Mill Road, Fowlmere, SG8 6EZ**

**Peter Bradley, RSPB**

Fowlmere Parish Council has no objection and recommend approval.

**3. S/0670/18/FL**

First floor side extension and associated alterations

**66, Chapel Lane, Fowlmere, Royston, Cambridgeshire, SG8 7SD**

**Mr & Mrs Cullen**

Fowlmere Parish Council has no objections and support approval, it is not overdevelopment of the site, neither is it overbearing and it will not cause problems to neighbours.

**4. S/0226/18/FL - For Information Only – Permission Granted**

**Single storey side extension**

1 Dottrell Bungalow, Newmarket Road, Fowlmere, SG8 7PD

Mr and Mrs P Padayachee

Fowlmere Parish Council noted the decision.

**5. S/4443/17/FL - For Information Only – Permission Granted**

Rear first floor extension

**Home Cottage, Thriplow Road, Fowlmere, SG8 7QT**

**Mr Grant Bage**

Fowlmere Parish Council noted the decision.

**6. S/4112/17/OL - For Information Only – Going to SCDC Planning Committee**

Outline planning application for development of 1No. detached house as part of the SCDC right to Build Vanguard

**Land to the rear of 1 Westfield Road, Fowlmere**

**Mr Laurence Castle, South Cambridgeshire District Council**

Fowlmere Parish Council noted the informatio

**7. Other Matters and Updates**

Mr Frost updated the PC – there are 2 possible meetings that the Thriplow application will be seen at. The delay is due to a legal challenge at a Thriplow PC meeting.

The meeting closed at 7:40pm

	<p style="text-align: center;">*****</p> <p>The minutes were agreed and signed by Cllr Roberts.</p> <p><b>B) SECTION 106 CONTRIBUTIONS</b> See section 7 above - County Council Affairs.</p>	
12	<p><b>ROAD SAFETY</b></p> <p><b>A) SPEEDWATCH UPDATE</b> Another Speedwatch took place on 16<sup>th</sup> April - Cambridge Road from 8am to 9am – 75 vehicles were recorded travelling south, of which 17 were travelling faster than the speed limit. The policeman in charge of Speedwatch visited, and said the normal speeding percentage in Cambridgeshire was 4-7%, so Fowlmere at 23% was considerably higher than average. He also said that the majority of speeders will get letters and those without tax and insurance will also receive letters.</p> <p><b>HGV restrictions through the village.</b> Cllr Howe reported on the meeting that he and the Chairman had with the Highways Department at Whittlesford. It might be possible to obtain a weight restriction on Long Lane-Rectory Lane-Mill Road. We had been advised of the comprehensive consultation that would be necessary. Cllr Howe said that we can go back to the people at Whittlesford and initiate the consultation. The Council gave approval for Cllr Howe and the Chairman to follow this up.</p> <p><b>B) CASUALTY REDUCTION SUPPORT FUND</b> Nothing to report.</p>	Cllr Howe / Cllr Wragg
13	<p><b>TREES, GRASS AND HEDGES</b></p> <p><b>A) COMMUNITY ORCHARD PROGRESSION</b> See Cllr Topping's report in section 7 above - County Council Affairs, item 8.</p> <p><b>B) VILLAGE TREE WORK</b> The next phase of the tree work will have to begin in the autumn. As there will be no Council meeting in August, the work to be done will have to be discussed and decided at the July meeting.</p> <p><b>C) PROTECTED VERGES</b> The price per cut has been increased. It was agreed to dispense with the strimming in Spring, but strim in the Autumn. Clerk to check if the work has been booked by the previous Clerk.</p>	Clerk
14	<p><b>FINANCE &amp; GENERAL PURPOSES</b></p> <p><b>A) CHEQUES PAID</b></p> <p>Clerk's Salary (Feb 18) - £667.01 Seniorlink March 2018 - £86.78 + £39.99 = £126.77 Cambridge Water Business (1st half) April 2018 = £49.09 S W Gardens and Landscapes = £60.00 K Isaaks (Wheelie Bin Stickers) = £53.50 URC Hire (Hire 18-Apr-17 to 12-Sept-17) = £105.90 CCC - Street Lighting 1-Oct-16 to 30-Sept-2017 = £1,379.99 Morelock Signs Ltd = £18.66</p> <p><b>B) OTHER</b> Cllr Wragg proposed opening a new bank account. Cllr Burge recommended the Unity Trust Bank. Cllr Roberts seconded this decision. This was unanimously approved. Clerk to investigate further.</p>	Clerk
15	<b>CORRESPONDENCE:</b>	

	<p><b>A) GP HEALTH PROVISION FROM BARRINGTON PC</b> Cllr Bearpark attended the meeting on Thursday 12th April at Barrington Village hall but was not present at this meeting to report back.</p>	
16	<p><b>ACTION LIST UPDATE:</b> The action list has been updated accordingly.</p> <p><b>A) IDEAS FOR IMPROVEMENTS TO VILLAGE LIFE</b> To be developed.</p> <p><b>B) PC VACANCY UPDATE.</b> To be progressed.</p>	
17	<p><b>OTHER MATTERS:</b></p> <p>Cllr Burge reported that the flashing street lamp on Long Lane has been fixed. Cllr Burge has prepared a proposal to fit a defibrillator outside the Chequers. Cllr Vinton reported an incident of vandalism on the water butts on the Burial ground.</p> <p>The meeting closed at 22:00.</p> <p>The date of the next meeting is 7:30pm (Main PC) on Tuesday 15th May at the URC, Chapel Lane.</p>	