

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL HELD**

on-line via Zoom at:

<https://us02web.zoom.us/j/81602776086?pwd=NjcyVkt4VGs0NjU2ZzIxMUtSejN1UT09>

Meeting ID: 816 0277 6086

Password: 611353

**TUESDAY 16<sup>TH</sup> JUNE 2020 AT 7:30 PM**

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

**IN ATTENDANCE:** Ms K Byrne (Clerk), Mrs D Woods, Cllr P McDonald (who joined at 7.35 and left at 8.24), Mrs I Collis, and Mr and Mrs Deans

**Actions**

Before the meeting began, the Chairman Cllr Wragg advised the attendees that the Zoom session was going to be recorded, but would not be widely distributed. There were no objections.

**1 Apologies for Absence**

There were apologies for absence from Cllr M Vinton (who tried to join the Zoom meeting but was not able to).

**2 Declaration of Interest in agenda items**

Cllr Burge declared an interest in item 15b (as a neighbour). Cllr Roberts declared an interest in the item 17 (as a member of her family had sent some correspondence).

**3 Minutes of the Parish Council Meeting of 19<sup>th</sup> May 2020**

The minutes were agreed to be a true record, and were signed by Cllr Wragg over Zoom; he will deliver the signed copy to the Clerk.

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

It was noted that the issues from earlier this year regarding notifying SCDC about the deteriorating condition of the empty Swan House, and the possible siting of a defibrillator at the Chequers have stalled due to Coronavirus.

**ACTION – Clerk to chase SCDC about Swan House & Chequers re siting of a defibrillator** Clerk

**5 Audit**

The Clerk informed the PC that the audit documents and partially completed AGAR had been sent to the internal auditor; the Internal Audit will be carried out shortly. If there are any issues a Finance meeting will be called before the 21 July PC meeting.

**6 Village Hall**

Mrs Woods said that the rear car park has now been levelled and re-gravelled which has created a lot more parking space. The Village Hall Management Committee (VHMC) plan to have the floor of the hall resurfaced whilst it is still closed.

Mrs Woods said that regarding item 17 correspondence from the Farmers Market stallholders, VHMC are not planning to open the hall or ground for anything before September, as there is so much to do before they can safely do so. The only exception is the blood donor session in July. Once the Clerk has replied to the correspondents to say

that this is a matter for the VHMC, Mrs Woods will reply to them.

Cllr Lennon had reported to Mrs Woods that people had recently been using the VH grounds at weekends, drinking and letting their children use the play equipment (which is against government advice). Therefore, the VHMC plans to arrange for the play equipment to be more effectively taped off.

## **7 County Council Matters**

Cllr Peter McDonald went briefly through his report, which is reproduced in Annex A.

Regarding the Communities Capital Fund, Cllr Burge said Fowlmere Primary School is keen to put in a bid for funding for a building so that they can offer after school clubs and a breakfast club. Fowlmere Primary school plan to ask if Fowlmere PC could put in a letter of support. Cllr Roberts requested that the school send a brief letter to the PC. All concurred that a letter of support would be provided.

Cllr Roberts asked for an update on the SCDC funding for business. Cllr McDonald said that the 1<sup>st</sup> round provided £22.5M of funding to businesses in South Cambridgeshire.

The 2<sup>nd</sup> round of funding is more limited (£1.25M) and is open until 22 June.

Cllr Mulholland shared the mental health links on the PC and residents Facebook pages.

Cllr Hobro asked if the funding for walking and cycling might include Fowlmere. Cllr McDonald said there will be some (although Fowlmere has been grouped together with a number of similar villages).

## **8 District Council Update**

Cllr Roberts said SCDC officers are continuing to work hard keeping parishes up to date to ensure residents are being cared for in the Covid 19 crisis. Planning officers are starting from this week to go out again. The Lynch Lane application was discussed in the recently SCDC Planning meeting, at which Cllr Wragg spoke eloquently on behalf of the PC; the application was refused.

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

Mrs Collis asked about the proposed siting of the Deer signs near her property (relevant to Item 14d). She was concerned about the signage interfering with, and possibly making worse, the existing problems of speeding and safety on that stretch of Long Lane. Cllr McDonald said he will consult further with CCC Highways Dept about the siting of the signage, and report back to the Chairman and the Clerk. Cllr Howe explained that regarding the traffic calming scheme, positioning of speed limits is restricted by the density of housing, and traffic calming measures are limited by road width and bends in the road etc. so although many options were looked at, extending the speed restriction measures that far down Long Lane was not possible.

Mr Deans said that there are up to 40 deer near his property, that are often chased by dogs in the evenings, which leads to problems such as deer running into the road, or getting caught up in fences. The PC recommended that if this happens then Mr Deans should contact the police, as the rural crime team will deal with such matters. Cllr McDonald said he will contact the rural crime team himself about this too.

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

## **9 Burial Board**

## Actions

Cllr Mulholland had a quote from Ian Wilkins for replacing the shed. The labour is £360 + materials £418.04 (not including the shed - the PC to supply the shed). The PC considered the quote. Cllr Burge said that this is one of the capital projects that the PC had budgeted for. Also, as the labour in this quote is less than £500 then the need to obtain 2 other quotes can be waived. A motion to agree to this quote was proposed by Cllr Roberts, and was seconded by Cllr Burge; all concurred.

Cllr  
Mulholland

**ACTION – Cllr Mulholland to let Ian Wilson know.**

**ACTION – Clerk to ask Glen Johnson when he might begin work on the chapel.**

Clerk

Cllr Mulholland proposed a Burial Board meeting be convened at the cemetery Chapel on 25 June, where members of the BB will walk round the cemetery whilst observing social distancing rules (currently 2m). All agreed to this.

**ACTION – Clerk to call a Burial Board meeting on 25 June at 7.30pm**

Clerk

## 10 Planning Committee

Cllr Burge said Mr Deans had expressed concerns about the comments from the PC regarding the Deans Farm application (20/02003/FUL), particularly about the building on site which Mr Deans said was not empty. At the time of the planning meeting, the PC had been unsure of its status; the PC therefore asked SCDC officers in their review to ascertain whether it was empty and could be used for grain storage.

## 11 Review of website / PC email addresses

Advice from NALC on parish councils' website accessibility requirements states that: *'at the least, councils should have a plan of action and an accessibility statement in place by the 23 September 2020'*.

Therefore, the PC needs to have an accessibility compliant website, or at least plans to make the website compliant. Also, for GDPR purposes, councillors and the clerk should have PC email addresses. Before the meeting, the Clerk had sent information to Cllrs Collinson and Wragg about Netwise UK who offers a website that offers these. Cllr Collinson had reviewed the package and considered it to be suitable. The package would cost £599 with an annual maintenance fee of £300. Cllr Collinson proposed that the PC accepts this package, Cllr Lennon seconded; all concurred.

Cllr Collinson  
/ Clerk

**ACTION – Cllr Collinson to liaise with Clerk regarding the new website**

## 12 RoSPA Inspection reports – update\*

The Clerk had spoken to Hardy Landscapes about re-seeding areas on the Butts Recreation ground, but they said that this needs to wait until Autumn. The Clerk had asked Ian Wilson to remove the bench from the Butts and quote for the other small jobs which he agreed to but has yet to send the quote. The Clerk had also got in touch with Hags about repairing the matting around the basket swing but had not yet heard back.

## 13 Memorial well

On behalf of the PC, Cllr Wragg thanked Mr Deans for tidying the Memorial Well and Mr Ginty for re-staining and cleaning up the bench. In May, Mr Deans and Mr Thurley had offered to re-paint the Memorial Well but that opportunity has now passed (as Mr Thurley has returned to work). Cllr Wragg thanked them for the generous offer. Cllr Wragg and Cllr Mulholland had checked, and agreed that the Memorial Well may need

re-painting in the future, but it is not urgent. Cllr Roberts said that in future, any such offers should be put in writing to the PC for proper consideration.

The PC discussed whether the Memorial Well gates could be opened. Cllr Mulholland had been through previous minutes and found that this has been a much-discussed matter over the last 30 years. Cllr Lennon suggested that they could be opened at weekends. Following further discussion, Cllr Hobro proposed that the Memorial Well gates be opened during daylight hours at weekends for a trial period to be reviewed at the 8 September PC meeting, and that leaflets will be distributed to let the nearby residents know what is happening; Cllr Roberts seconded the motion, all concurred.

**ACTION – trial of opening the Memorial Well gates in daylight hours from June to 8 Sept, leaflets to be delivered, keys to be cut and distributed between volunteers** All

## 14 Road Safety

### a) LHI Application Update\*

Cllr Howe said that the provisional start date for the traffic calming scheme is scheduled for the last week of July.

### b) SatNav errors\*

Before the meeting, Cllr Hobro had circulated his report on mapping for Butts View: *“TomTom have acknowledged the correction and fixed their map, adding a gap in the road.*

*Google Maps still show the road incorrectly without a break. My report for the error shows as 'Pending: Google is verifying your edit' with a message saying that updates have been delayed due to COVID-19. I will keep an eye on this.*

*Ordnance Survey have responded in person to confirm that the change has been sent out to all the groups involved in updating their 1:25 000 and other large-scale maps. Their detailed local mapping had already been updated.*

*Apple Maps still shows the road incorrectly but since their data come primarily from TomTom, which has now been corrected, we might reasonably expect this to change soon once the update has propagated through their system.*

*The other mapmakers (Bing/Here, OpenStreetMap and Waze) already had the road marked correctly.”*

Cllr Wragg thanked Cllr Hobro for his work on this.

**ACTION – Cllr Hobro to circulate instructions for councillors to email Google Maps about the Butts View mapping error** Cllr Hobro

Cllr Howe suggested that the turning into Long Lane from the High Street could be updated as some devices show it not as a left-hand turn.

**ACTION – Cllr Hobro to look into the error on some devices that show Long Lane not as a left-hand turn off the B1368** Cllr Hobro

### c) HGVs in the village\*

Nothing to report.

### d) Deer signage

This item was discussed in the public open session above.

## 15 Trees, Grass and Hedges

### a) Tree Survey

Argenta Tree Surveys Ltd had carried out the tree survey but had omitted the trees at St Marys church, they were completing this today. Cllr Mulholland noted that the urgent tree work should be carried out within 6 weeks. Cllr Burge proposed that once the completed report is received, the clerk obtains a quote for the urgent tree work from Shire Trees, and circulates to the PC for approval via email.

**ACTION – Clerk to ask Shire Trees to quote for the urgent tree work**

Clerk

**b) Community Orchard**

Cllr Burge temporarily left the meeting at 20.55, as he had an interest in this item.

The legal costs for the extended lease of the land from CCC (10 years or more) is likely to be £1,200-£1,500, with the PC's own legal costs this would be around £3-4,000.

Estimated costs to clear the area and fence it with posts and cables etc. is £5-6,000.

Before the meeting, Cllr Mulholland had identified that the land in question is part of Fowlmere Primary school's land holding, and the school may in the future wish to use it for some other purpose. Also, Cllr Roberts said that the land could be put forward in the SCDC call for land supply. Given these difficulties and the expense the PC decided for the foreseeable future not to pursue this project. However, the CCC should be asked to clear the bramble and scrub from this area, which is starting to encroach on the car park.

**ACTION – Clerk to let Cllr McDonald know that the PC no longer wishes to pursue the Community Orchard project in that area. Clerk also to ask Cllr McDonald to request that CCC gets the bramble and scrub cleared from the area.**

Clerk

Cllr Burge re-joined the meeting at 20.59.

**16 Finance & General Purposes**

The final tree survey report from Argenta Tree Surveys had not yet been received, but the PC agreed that when it has been, the payment of £1,629.78 could be made.

**a) Bills to be paid**

Hardy Landscapes – Grasscutting (May), £1,524.60

S W Gardens and Landscapes – May, £30.00

Seniorlink Eldercare – May 2020, £80.66

CCC – Street lighting from 1-Oct-2019 to 1-Nov-2019, £102.92

Argenta Tree Surveys (Fowlmere PC tree survey 2020), £1,629.78

L Wragg, Zoom refund (approved in principle subject to receiving the invoice) – £14.39

**Bills already approved / Direct Debit**

OPUS ENERGY LTD - 3 May to 2 June 2020, £127.15 (Direct Debit)

K Byrne – Salary (Confidential)

K Byrne – NEST (refund), £49.21

**Income (since 19<sup>th</sup> May 2020)**

Bank Transfer from Cambridge Building Society, £2,000.00

**17 Correspondence**

**a) June Correspondence List**

The PC noted the correspondence. Regarding the first item, Cllr Roberts agreed to

## Actions

contact SCDC about getting the ditches around Chapel Lane cleared.

**ACTIONS – Cllr Roberts to contact SCDC about the ditches around Chapel Lane; Clerk to reply to Mr Nolasco**

Cllr Roberts  
Clerk

**Cllr Wragg to reply to Mr Ginty and thank him for his work on the bench.**

Cllr Wragg

The PC will discuss ideas for Section 106 in the Planning meeting next week.

Cllr Roberts temporarily left the meeting at 21.55, as she had an interest in this item.

Will Roberts asked about renting land at the end of Moor Lane to develop as a conservation area. The PC noted that there are protected species on this land; before further considering the proposal the PC would like to see more details and a timetable from Mr Roberts for a community project, after which he could he come and talk to the PC about his ideas.

Cllr Roberts re-joined the meeting at 22.03.

**ACTIONS – Clerk to reply to Mr Roberts; Clerk to respond to Ms Webb regarding the trees near her property**

Clerk

### 18 Action List Update

The action list was reviewed and updated. Cllr Hobro to clarify that the 1st Orwell Scouts may wish to do the litter picking on the verges of the road to Flint Cross in the summer, if possible. Cllr Collinson to pass the Assets of Community Value document to the Clerk to re-send to SCDC.

Cllr Hobro

Cllr Collinson

### 19 Ideas for Improvements to Village Life

Cllr Mulholland said that the metal road signs in Fowlmere could be improved, and Ian Wilson may be able to attend to this when he has got through his other PC jobs.

### 20 Other Matters (for information only)

Cllr Hobro said he has set up a walking and cycling Facebook page to see who is interested in reducing reliance on cars; details are on the residents Facebook page.

Date of next meetings:

Planning Meeting	7:30pm Tuesday 23 <sup>rd</sup> June 2020	– Online (via Zoom)
Burial Board Meeting	7:30pm Thursday 25 <sup>th</sup> June 2020	– Cemetery Chapel
PC Meeting	7:30pm Tuesday 21 <sup>st</sup> July 2020	– Online (via Zoom)

The meeting closed at 22.23

*\*These items will have already been worked on by the PC and only require updating, noting or approval at the meeting.*

# Annex A – Cambridgeshire County Councillor Peter McDonald’s Report – June 2020

## Cambridgeshire County Report to Parishes June 2020

### Schools

Jonathan Lewis, Service Director for Education at Cambridgeshire County Council and Peterborough City Council:

“Parents have the option about whether to send their children or not. We do not have a mandate, and we will not penalise any parent who doesn't send their children back in this academic year. Schools will continue to support pupils at home.

“If and when our schools do re-open, measures will be in place to ensure they are safe, with steps taken and adjustments made to ensure social distancing amongst children and staff. We are also fully engaging in the roll out of test and tracing.

“Most of our schools have remained open throughout the lockdown period for vulnerable children and those of key workers. In fact, across Cambridgeshire and Peterborough our levels of attendance have consistently been above the national average.

“We want to see our children returning to school, and hopefully the guidance from government today will provide evidence that categorically proves it is the right time to do so.”

### Track & Trace

From May 28<sup>th</sup> people across Cambridgeshire are being urged to support a new NHS Test and Trace programme which will aim to track every single case of coronavirus in our communities to stop the infection spreading.

As we move out of the national lockdown, we are asking those who have been in contact with anyone who might have the virus to isolate themselves.

Cambridgeshire County Council will also be able to take robust action where a number of people have or are suspected of having caught the virus.

From now on, everyone is being asked to follow this three-step plan:

Step 1 - If you have one or more of the symptoms of coronavirus – a fever, a new continuous cough or a loss of taste or smell – you and the people you live with must immediately self-isolate.

Step 2 – You then must book a test on the [NHS coronavirus website](#) and if you don't have internet access dial 119. Do not leave home for any other reason. If you test positive, you will then be contacted by the NHS Test and Trace service within 24 hours.

Step 3 – If you do test positive, NHS Test and Trace will help you establish who you have been in contact with and might have infected. This could be members of your own household already isolating or someone you have been within 2 metres of for more than 15 minutes. You will also be given clinical advice and support for dealing with the virus. NHS Test and Trace will then contact those contacts anonymously. If you are one of those contacts, you will be advised to isolate for 14 days, even if you don't have symptoms or feel perfectly well. If you developed symptoms, you would be required to get a test.

A network of COVID-19 hubs is working across the county to help people who need support at this time and don't have family, friends or neighbours they can ask for help.

People who need help whilst isolating should visit [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk) or call 0345 045 5219.

### New Walking & Cycling Routes

As the nation gets ready for a return to a 'new normal' due to Covid-19, the Government has advised members of the public to walk and cycle wherever possible, rather than relying on cars and public transport.

Since the Government announcement easing the nation's lockdown restrictions, working closely with the Cambridgeshire and Peterborough Combined Authority, we have spent time preparing for both permanent and temporary measures – some of which could be put in place within the next two weeks.

These measures aim to make walking and cycling a default option, by making it as easy as possible to make short trips. We have been working with organisations such as Camcycle and Sustrans.

As well as lessening the chances of spreading and catching Covid-19, walking and cycling also improves health and is better for the environment – two key factors which will help improve your chances of surviving the virus, should you get it.

In Cambridgeshire, there will be three waves of improvements planned as follows, including:

- Shelford Road to the Waitrose junction - removal of bus lane and widening of cycle lanes
- Chesterton Road – removal of centre line and addition of a cycle lane
- Milton High Street – removal of centre line and addition of a cycle lane
- Girton Road – removal of centre line and addition of a cycle lane
- Kings Hedges Road – removal of a centre line and addition of a cycle lane

By early June

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- Trumpington Road – on carriageway cycle lane and removal of bus lane and parking
- Trumpington Street to Kings Parade – potential on carriageway cycle lane

By mid June

- One-way system in place on Mill Road.

In addition, the council is working with the Greater Cambridge Partnership to see if it can move ahead with the temporary closure of Luard Road and Grange Road in Cambridge.

Other areas being considered, subject to Department for Transport funding, include:

- Pedestrian crossings – Trialling the replacement of the existing ‘push’ buttons with touch-free options and reducing waiting times for pedestrians at busy crossings in the city centre.
- School street closures - Introducing temporary closures or vehicle restrictions (with the exception of residents or delivery drivers) on roads outside schools in the city.
- Vegetation clearing - Working with Aragon Direct Services to ensure that cycle paths and footpaths are clear overhanging vegetation and more inviting for people to use them.
- Additional cycle parking across Peterborough
- Cycle repairs, training and maintenance facilities
- Cycle lane refreshes
- Temporary social distancing information placed on footpaths and cycle lanes to encourage social distancing
- Monitoring walking and cycling levels across the city on a regular basis
- Increasing Bikeability at schools in the city (school cycle proficiency training)
- Working with businesses to encourage sustainable travel
- Further longer-term development of the city’s Walking and Cycling Infrastructure Plan
- Investigating any other temporary cycling/pedestrian improvement suggestions from residents, businesses and organisations throughout the city.

### Home Learning Hub

Resources and links to help support the mental health and wellbeing of children and parents during Covid-19 have been rolled out by Cambridgeshire County Council.

Education and Public Health leads have joined forces to provide a range of trusted and wide-ranging resources and links, giving children and parents somewhere to turn if they need help.

The resources offer easy access to a range of free, confidential support services which are on hand to help anyone dealing with emotional or physical issues, abuse, substance misuse, or mental health problems.

Some of the services offer support over the phone, giving you a chance to have a chat with a professional, while others are available online, via text, or even through a dedicated app.

Children and parents can find the resources through the county council’s popular Home Learning Hub, which offers activities, challenges and lessons plans from across the curriculum – helping those currently learning at home.

You can learn more about resources for children and parents on the Cambridgeshire Learn Together website.

<https://www.cambslearntogether.co.uk/home-learning/wellbeing/cyp>

### Foxton Travel Hub

This proposal for the travel (Southern option) is going to the GCP Board June 4<sup>th</sup>

It currently doesn’t contain a bridge crossing on the A10 and leaves this open to National Rail to propose. The business case is here:

<file:///C:/Temp/ab098/Downloads/GCP%20-%20Foxton%20Travel%20Hub%20-%20Outline%20Business%20Case.pdf>

### Communities Capital Fund

We have submitted an application for £76k for a mobile classroom for Foxton pre school.

### Young Peoples Services

The coronavirus and the government lockdown have had an impact on all our lives. Being away from school and not seeing your wider family and friends can be really difficult. Even though technology is helping us stay in touch, it won’t always make up for hugging your family members or hanging out with your friends face to face.

If you are struggling or finding things a bit tough there are lots of services out there to help. Some offer help over the phone, so you can speak to someone in confidence about anything that is on your mind. They are trained to help and will

## **Annex A – Cambridgeshire County Councillor Peter McDonald’s Report – June 2020**

not judge. There are other types of services available too, like a text messaging service and an app. They are all free, entirely confidential and ready to help.

### **Keep Your Head**

The best place to keep up to date with information on local services is through the ‘Keep Your Head’ website. This is updated regularly, and is a good place to go to see what help is available locally.

<https://www.keep-your-head.com/cyp>

### **Chat Health**

A text messaging service in Cambridgeshire and Peterborough that provides support for young people aged 11-19 around a variety of topics such as: emotional health, relationships, self-harm, bullying, alcohol/drug use, healthy eating.

Text 07480 635 443

Texts are usually replied to within one working day and cost the same as a standard text or will come out of your contract message allowance.

### **Kooth**

[www.kooth.com](http://www.kooth.com)

Available for any young person aged 11-18 years old with a Cambridgeshire or Peterborough postcode. Kooth offer online support from counsellors, access to a number of moderated forums, and a range of self-help materials.

### **Chums**

Chums – <http://chums.uk.com/wp-content/uploads/2020/03/Duty-Line-2020-1.pdf>

A phone service is available to offer support and guidance to children and young people, parents/carers and professionals.

### **Centre 33**

Centre 33 – <http://centre33.org.uk/help/about-us/>

Available for anyone 18 and under, Centre 33 operate a range of services from free counselling and support to information on sexual health, housing and budgeting.

The 5 centres are currently closed due to the lockdown, but the service is still running and continues to offer support, via any of the means below:

Tel: [0333 4141809](tel:03334141809)

Text/whatsapp: [07514 783745](tel:07514783745)

Email: [help@centre33.org.uk](mailto:help@centre33.org.uk)

### **Safeguarding Reminder**

#### **Children’s Safeguarding**

If you are concerned that a child may be suffering physical, sexual or emotional abuse or neglect or is at risk of significant harm you should contact Children’s Services using one of the following: • Cambridgeshire children: 0345 045 5203 ReferralCentre.children@cambridgeshire.gov.uk • Peterborough children: 01733 864180 • Out of Hours Emergency Duty Team (EDT): 01733 234724 If you are a professional you can report a safeguarding concern using the Cambridgeshire & Peterborough Safeguarding Referral Form. All telephone referrals will need to be followed up in writing within 24 hours by the referring professional.

#### **Adult Safeguarding**

If you have concerns for an Adult, you should contact Adult Services using one of the following: Cambridgeshire County Council • Telephone: 0345 045 5202 • Email: referral.centre-adults@cambridgeshire.gov.uk Peterborough City Council • Telephone: 01733 747474 • Email: adultsocialcare@peterborough.gov.uk Between Monday to Thursday 5pm to 8am and Friday 4pm to Monday 8am, adult safeguarding concerns can be directed to the Emergency Duty Team (EDT) – 01733 234724