

MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL
which was held on-line via Zoom
on Thursday 22nd April 2021 at 7:30pm

PRESENT: Cllr Wragg (Chairman), Cllr P Burge, Cllr S Mulholland, Cllr J Hobro, Cllr P Collinson (who arrived at 19.34) and Cllr C Howe (who arrived at 19.36)

IN ATTENDANCE: Ms K Byrne (Clerk), Cllr P McDonald (who arrived at 20.47 and left at 21.05), Mrs D Woods, Mrs V Keppey, Mr M Yarrow, Mr T Deans and 1 other member of the public

Actions

Before the meeting began, 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 D Roberts (personal commitment) and Cllr R Lennon (illness).

2 Declaration of Interest in agenda items

There was none

3 Minutes of the Parish Council Meeting – 16th March 2021

The Minutes were reviewed, and were agreed by all to be a true record. The minutes were signed by Cllr Wragg, he will deliver them to the Clerk.

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

Cllr Burge said that the re-seeding work on the goalmouths on the Butts Recreation ground had now been completed.

5 Acceptance of Councillor Vinton's resignation / PC Vacancy

Cllr Councillor Melvin Vinton had submitted his written resignation from the Parish Council to the Chairman Cllr Wragg, who had accepted his resignation. The Clerk had displayed the Notice of Vacancy on the FPC noticeboard and website, giving 14-days' notice for electors to claim a poll; this will end on 6 May 2021. If a poll is not claimed by 10 or more electors within that period the PC may co-opt a new councillor to fill the vacancy. The Clerk will put an advert on the FPC website, noticeboard and in the next Fowlmere and Thriplow News magazine. Cllr Mulholland will put the advert on the FPC Facebook page.

Cllr Wragg said that Cllr Vinton had joined the Parish Council in 2015, and during that time had acted as Vice-Chair of the Finance Committee, also serving on the Planning and Burial Board committees. In addition, Cllr Vinton undertook many valuable repairs and restorations on behalf of the PC, including a magnificent re-make of the village sign. On behalf of the PC, Cllr Wragg offered Cllr Vinton grateful thanks for his service.

6 County Council Matters (written report)

The Chairman postponed this item until Cllr McDonald arrived later in the evening.

Cllr McDonald had submitted a written report (see Annex A). Additional to this, Cllr McDonald said regarding the Foxton travel hub, he proposed to respond to the GCP to say the plan is not acceptable in its current form; he asked for Fowlmere PC's guidance on this. Cllr Hobro suggested that the PC supports Andy Brown's position in objecting to the plan, not only because of the design not meeting objectives but also because of the many practical issues with the chosen location of the car park.

Actions

ACTION – Cllr McDonald to draft a letter to GCP to stop the plan, he will share this with Cllrs Hobro and Burge and then send to GCP

Cllr McDonald

Cllr Mulholland asked Cllr McDonald whether the booking system at Thriplow tip would be scrapped from 21 June? Cllr McDonald will check and report back.

ACTION – Cllr McDonald to check whether the booking system at Thriplow tip will be removed from 21 June

Cllr McDonald

Cllr McDonald said that up to £2,000 grant money for Covid recovery is still available from SCDC until 10 May 2021.

7 District Council Update

There was no report as Cllr Roberts was unable to attend the meeting.

8 Village Hall

Mrs Woods said that there is nothing new to report, other than the scooter park proposal.

a) Siting of a small scooter park

Before the meeting, Mrs Woods had written to the PC giving the Village Hall Management Committee (VHMC)'s view on the proposal to site a small scooter park at the VH.

Cllr Wragg invited Mrs Keppey, whose proposal it was, to speak. Mrs Keppey thanked the PC for the opportunity. She had proposed the scheme because it would be a great asset for the village particularly for children to get some exercise. The proposed scheme is a 4ft ramp at 12ft width, and 2ft and 3ft high ramps at 8ft width. The design of the proposed structure was shared. The cost would be £14,670 + VAT. Cllr Hobro asked about funding; Mrs Keppey said that she would apply to the SCDC Community Trust, National Lottery, ask local businesses for sponsorship, and possibly arrange a sponsored scooter event involving children. Cllr Howe asked about maintenance costs; Mrs Keppey said in the first couple of years it would be £345+VAT per visit plus materials (paint £20 and clear treatment £35), later it would be £550+VAT per visit plus materials, replacing parts would be as and when required. Linton has a similar scooter park and Mrs Keppey will find out what their maintenance costs have been. The suggested location would be between the basketball court and the children's play equipment near to the tennis courts. Mrs Keppey was unable to give specific timescales but said she would apply for planning permission from SCDC imminently if the PC agree with the scheme, then she would have to raise the funds. Cllr Burge suggested that the funds could be raised in the PC's name and held in trust (being accounted for separately from the PC's main accounts), in which case the VAT could be reclaimed. Mrs Keppey agreed with this.

The possibility of using S106 money was also discussed. Mrs Keppey advised that in future S106 applications, maintenance of play equipment (for up to 50 years) might be included too.

Cllr Howe asked who would be responsible for looking after the running of the park if it becomes dangerous to use (e.g. during icy weather). Mrs Keppey thought that people could use their common sense. In terms of maintenance everybody should be responsible for reporting faults and problems. Cllr Burge said that ultimately the PC would be responsible for maintenance. Cllr Hobro asked about possible noise issues. Mrs Keppey said that the VHMC had asked other users; the tennis club wanted acoustic fencing near the courts, however, noise for play equipment and basketball court users had yet to be considered. Mrs Wood said that the location had been chosen so that families with different aged children could use the scooter park along with the other play equipment. Cllr Burge suggested that if enough funds are raised, seating for parents and carers might also be purchased.

Cllr Burge proposed that the PC approves the scooter park being sited within the grounds of the Village Hall, Cllr Mulholland seconded, all concurred.

Actions

Clerk

Cllr Burge

ACTION – i) Clerk to send approval letter to VHMC

ii) Cllr Burge to liaise with Mrs Keppey regarding managing the funds

Mrs Keppey thanked the PC for its attention and support.

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 Road Safety

a) Flooding

Mr Deans reported that Cambridgeshire County Council (CCC) had unblocked the drains on Long Lane yesterday. The survey underneath the roads still needs to be carried out. Cllr McDonald will arrange a site visit with CCC Highways and Mr Deans; he will keep the PC updated.

b) Pathways and Pavements

Cllr Mulholland had submitted a report before the meeting in which he had assessed the pathways in Fowlmere. The idea to put wood chipping on the Elm Gardens footpath through to Top Close could be carried out by the PC. Cllr Mulholland will get a quote for this.

Cllr

Mulholland

ACTION – Cllr Mulholland to get a quote for wood chipping Elm Gardens

Cllr Hobro said he had received an enthusiastic comment from a resident who was very much in favour of a footpath on Long Lane to the cemetery.

Mrs Keppey confirmed that funding for widening of the footpath along London Road towards Pipers Close could be applied for through CCC's Local Highway Improvement (LHI) scheme, and suggested that the width proposed should be 1.8m.

When he joined the meeting, Cllr McDonald said he will set up a call with CCC officers after 6 May when the criteria regarding the CCC funding for pathways and pavements will be set.

c) Items reported to CCC Highways

Cllr Howe said that he had reported to CCC that silent traffic surveys were being carried out on Long Lane. Josh Rutherford from Highways said whoever is carrying them out had not applied for a permit, and had been fined. He had also requested that any data obtained be shared.

d) Traffic Strategy Report – follow up

Cllr Howe said that he has been focussing on HGVs in Long Lane; he had received complaints about the number of HGVs on Long Lane some of which were AJ Grabhire vehicles and some of which were breaking the speed limit. Long Lane is not on the list of approved HGV routes. Cllr Howe had witnessed AJ Grabhire vehicles leaving the site at 6.30am, breaking their planning permission conditions. Cllr McDonald recommended a concerted effort from PC, CCC and SCDC (enforcement) to ask AJ Grabhire to avoid using Fowlmere as a through route. Cllr Howe proposed that the PC, SCDC & CCC write a letter to AJ Grabhire; there were no objections.

ACTION – Cllr Howe draft a letter to A J Grabhire to be supported by SCDC and CCC

Cllr Howe

e) Speedwatch

Cllr Howe said Speedwatch sessions can now start up again, with certain restrictions. He and Cllr Wragg had put together a list of additional locations for monitoring speed, and had shared these with the new Speedwatch officer, along with asking about equipment to monitor speeds above 20mph. He was waiting to hear back from her. A meeting of Speedwatch volunteers may be arranged shortly.

f) SatNav errors

Actions

Cllr Hobro said that a resident had reported that HGV traffic on Butts View has improved markedly. If there are any other SatNav error issues, they can be reported to Cllr Hobro.

g) SWARCO MYSI device

Cllr Wragg had circulated a report to the PC. The MYSI sign is not fit for purpose and he would like to replace it. The PC could apply to LHI for funding to purchase a different model. Cllr Howe offered to help prepare another such bid.

ACTION – Clerk to find out when the LHI deadline is

Clerk

10 Reports from Meetings attended

Cllr Mulholland had attended the online Traveller awareness course in March, an information pack will be circulated. Once received, the PC should have a discussion on awareness & preparedness.

The Clerk had attended an SLCC meeting on 9 April, where the website providers 2commune, Vision ICT and Eyelid were highly recommended by Parish Clerks – see item 14.

Cllr Collinson had held a meeting with the Cambridge Bat group.

Cllr Wragg had signed up for Chairmanship training with CAPALC to be held on 25 May; he encouraged colleagues to consider signing up for councillor training. Cllr Burge also encouraged colleagues to read the Good Councillor's Guide that had been circulated by the Clerk.

11 Annual Village Meeting & Annual Meeting of the PC

The Clerk reported that currently the last day remote meetings will be permitted is 6 May 2021. NALC says, 'it is advisable for councils to meet remotely while they know they still can'. Therefore, the date of the Annual Village Meeting might be brought forward and held online on Tues 4 May; the PC unanimously agreed to this.

The Annual Meeting of the PC is scheduled to be held on Tues 18 May when indoor meetings will be allowed, with 50% capacity. The main hall of the VH is not available on that date but the Pavilion Room is. Mrs Woods said that the Pavilion Room could seat the 9 members of the PC at individual tables plus 6-8 visitors on chairs. The PC decided that the Pavilion Room would be the location for the Annual Meeting of the PC on Tuesday 18 May; all concurred.

ACTION – Cllr Burge and the Clerk to meet with Mrs Woods to carry out a Risk Assessment

Cllr Burge /
Clerk

12 Burial Board

a) Recent and upcoming burials and memorials

A transfer of exclusive right of burial for plot 389 (Mr & Mrs Pile to daughter Ms J Ritchie and son Mr N Pile) had been completed and the fee paid. A request for an additional inscription to Mrs Pile's memorial stone is expected soon. The Clerk had drafted a form for the plot owner to sign to permit such work. This will be circulated to the PC for its approval, and be added to the Cemetery Rules at the next review.

ACTION – Additional Inscription form to be added to the Cemetery Rules at the next review

Clerk / Cllr
Mulholland

b) Progress on works

Cllr Mulholland said that Ian Wilson had cleared the site of the new shed, and work was progressing on the Chapel repairs. The Clerk informed the PC that Hardys had quoted £80+VAT to level and re-seed plots 488 (Ward) and 487 (Loveridge), and that following discussion with the Chairs of PC and Finance, the Clerk had given the go ahead for Hardys to carry out the work.

Cllr Mulholland proposed that the next Burial Board Committee meeting should be held on Thursday 15 July at 7.30pm at the Cemetery.

The Chairman returned to item 6 as Cllr McDonald had joined the meeting.

13 Planning Committee

a) 21/00542/OUT (Welding Alloys) Financial contributions to infrastructure

Before the meeting Cllr Burge had circulated a current list of potential S106 projects with the contributions secured from the Chrishall Road development. Cllr Burge said in no way does this discussion mean that the PC supports the proposed Welding Alloys scheme but if it is permitted the PC should have some suggestions. The following ideas for the 5 categories were discussed:

Outdoor sports – adequately provided by already submitted suggestions;

Children’s play – ~£30,000 for key stage 1 children at Butts or VH, supplementary equipment for KS 2 children, and ~£16,000 for the skate park at VH;

Indoor meeting space – hard surfacing of rear car-park at VH, redecoration and recarpeting of Pavilion Room at VH;

Green infrastructure – Round Moat environmental enhancements and signage, perhaps ~£10,000 to provide a bridgeway at the western entrance to the Round Moat;

Allotments and Community Orchard – funds to secure land for development of allotments near the centre of village (perhaps near the school car park), and to include associated legal fees.

ACTION – Cllr Burge to finalise costs for the above S106 projects and submit to SCDC

Cllr Burge

14 Review of Website and PC Email addresses

Before the meeting Cllr Hobro had circulated a summary of his review of suitable website providers. He had narrowed the selection down to 2commune or Netwise UK, both of whom offer a complete package for Parish Councils. Costs for 2commune would be approximately £800 per year, and approximately £400 for Netwise UK; for both, the first year's setting up cost would be approximately twice those amounts. Following discussion, the PC decided that the 2commune package was the preferred choice as it was specifically tailored to PCs. Cllr Collinson proposed that the PC purchase and install the 2commune package, Cllr Burge seconded, all concurred.

Cllr Burge proposed that a small working group be formed to get the new website and email addresses up and running. Cllr Collinson and Cllr Hobro volunteered to join the WG.

ACTION – Cllrs Hobro & Collinson to proceed with implementing the 2commune website

Cllrs Hobro & Collinson

15 Trees, Grass and Hedges

a) Timber from fallen trees in the Round Moat

Cllr Collinson said that this item is now redundant.

b) Grass cutting – leaving areas of longer grass

Cllr Collinson said he would like to discuss with Hardys their grass-cutting regime in the Round Moat, to leave areas around the edge with longer grass. He proposed to meet with Martin Hardy to discuss this. Cllr Burge suggested that he first prepares a sketched plan. Cllr Collinson agreed. If the revised plan costs more than scheduled cut then Cllr Collinson will report back to the PC.

ACTION – Cllr Collinson to draft a sketched plan for grass cutting at the Round Moat & discuss with Hardys, and if it costs more than the scheduled cut he will report back to the PC

Cllr Collinson

16 Progress on grant-funded projects

a) Zero Carbon project – Cycle Stands

Cllr Hobro said that the next 3 stands are about to be installed at the Chequers with the recommended 1.2m separation. Installation of the final 2 at St Marys is still to be scheduled.

b) Round Moat (Pebble) project

Cllr Collinson said he had a meeting with the Cambridge Bat group who had offered bat boxes and bat surveys, a moth survey had also been offered, and he had had contact with the small

mammals group. The Friends of the Round Moat group had discussed cutting back the line of trees on Ryecroft Lane to encourage hedge growth, which would increase nesting opportunities. Cllr Collinson said that the Pebble project finance will follow the budget outlined in the 'PEBBLE Friends of the Round Moat' flier, previously agreed by the PC and distributed to the villagers in Feb 2021. Cllr Hobro moved to adopt this budget. Cllr Burge agreed with this, but suggested that a living spreadsheet be compiled with purchases costed against the 6 budget items. The PC accepted this approach. Using this strategy, the following costs for the Pebble project were agreed by the PC:

Cutting back of trees on Ryecroft Lane to encourage hedge growth (Darren Steed) – £160.00;

2 woodcrete bat boxes – £80.00;

8 x metal entrance hole plates for bird boxes – £23.52

Invoices for the former 2 items are to be provided to the Clerk.

ACTION – Clerk to prepare the Pebble Fund spreadsheet

Clerk

The PC agreed that, going forward, any Pebble Fund purchases up to £250 can be approved outside the PC meetings by the Clerk and Chair of Finance, as per delegated powers outlined in the Financial regulations. These may include wild-flower seeds and Owl boxes (when the optimal supplier is identified).

17 Finance & General Purposes

a) Delegated powers

At a recent SLCC meeting the Clerk had attended it had been recommended that clerks obtain delegated powers to act on behalf of the PC until September in case PC meetings cannot be held due to Covid restrictions and with remote meetings no longer permitted. The PC agreed that this was a good idea once the correct wording for the motion has been obtained.

b) Audit

The Clerk reported that the quote from LGS Services for internal audit was £125+VAT. This cost had been discussed and approved by the Chairs of Finance and PC, therefore LGS Services had been engaged. This was noted by the PC. The Clerk had prepared the audit documents and circulated to the Chairs of Finance and PC. These will be delivered to the auditor shortly.

c) Scribe

The Clerk and Cllr Wragg had attended the Scribe demonstration on 19 March. After subsequent discussion with Cllr Burge they had proceeded with purchasing the accounting package for £485+VAT. The PC noted the purchase. The Clerk, Cllr Burge and Cllr Wragg were in the process of setting up the accounting system.

d) Protected verges

The Clerk had received a quote from Agriplant to cut the protected verges without strimming £600 + VAT, or with strimming £750 + VAT. The PC approved that Agriplant be engaged to carry out cutting with strimming for both the spring and autumn cuts.

Philip Ricketts had recommended carrying out cutting in the next couple of weeks, and suggested the cuttings could be pushed to the back of the verges, which would be of benefit to wild-flower plant growth. Cllr Collinson and some other volunteers might be able to help with the cuttings. Philip Ricketts had also recommended that the PC sign up to the new County Council's Highways Verge Maintenance regime for Autumn.

ACTION – Clerk to circulate details of the CCC Highway's Verge Maintenance regime

Clerk

e) Defibrillator

Actions

Cllr Burge said that both the manager and owner of the Chequers were on board with hosting a defibrillator on the building. The next step was to apply for listed building consent, if required. Cllr Burge will speak to the conservation officer.

ACTION – Cllr Burge to speak to the conservation officer regarding listed building consent

Cllr Burge

f) Bills to be paid

Scribe - subscription fee (first year) = £582.00

Seniorlink Eldercare – March 2021, £63.63

Hardy Landscapes – Re-seeding goalmouth areas on the Butts Rec, £420.00

CAPALC membership 1 April 2021 to 31 Mar 2022, £423.01

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

K Byrne – (Reimbursement for HMRC payment), £10.00

K Byrne – (Stationery refund), £15.25

Robert Steed – Reimbursement for purchase of 8 x bird box metal plates, £23.52

Bills already approved / Direct Debits

Clerks Salary (Direct Debit) - Confidential

NEST (pension contributions), £50.41

Bank Service Charge, £18.00

OPUS ENERGY LTD – 3 Mar to 2 Apr 2021, £185.41

EDF Energy – Cemetery Electricity, £11.00

Income

SCDC - Precept (1st half installment), £23,865.00

18 Huntsman Advanced Materials Emergency Plan

Robert Schiel from CCC was revising the Huntsman Advanced Materials' COMAH External Emergency plan and had contacted the Clerk to ask for contact details as the PC's nominated person to be notified if any emergency event occurs at Huntsman. However, Fowlmere PC does not have an emergency plan so there is no cascade for information in place.

ACTION – Clerk to find out what action is expected of the PC in the event of an emergency

Clerk

19 Correspondence

a) April Correspondence list

The PC noted the correspondence. Cllr Wragg thanked Cllr Burge for doing an excellent job in boarding up the broken window at Swan House.

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 the conservation officer Gail Broom.

b) Future projects

Cllr Collinson asked if grants might be available for making the Round Moat into a viable water course. If anybody sees such a grant then please let Cllr Collinson know.

The meeting closed at 22.52.

Dates of next meetings:

Annual Parish Meeting 7:30pm Tuesday 4th May 2021

– Online via Zoom

Annual Meeting of the PC 7:30pm Tuesday 18th May 2021

– Pavilion Room, Village Hall.

Annex A – Cambridgeshire County Councillor Peter McDonald’s Report

Report for Parish Councils – April 2021

Cambridgeshire County Report

Vaccination

You can see the daily data here:

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

Foxton Travel Hub

Myself, Foxton & Fowlmere Parishes had a call with GCP on the hub on March 18th Still a long way to go !

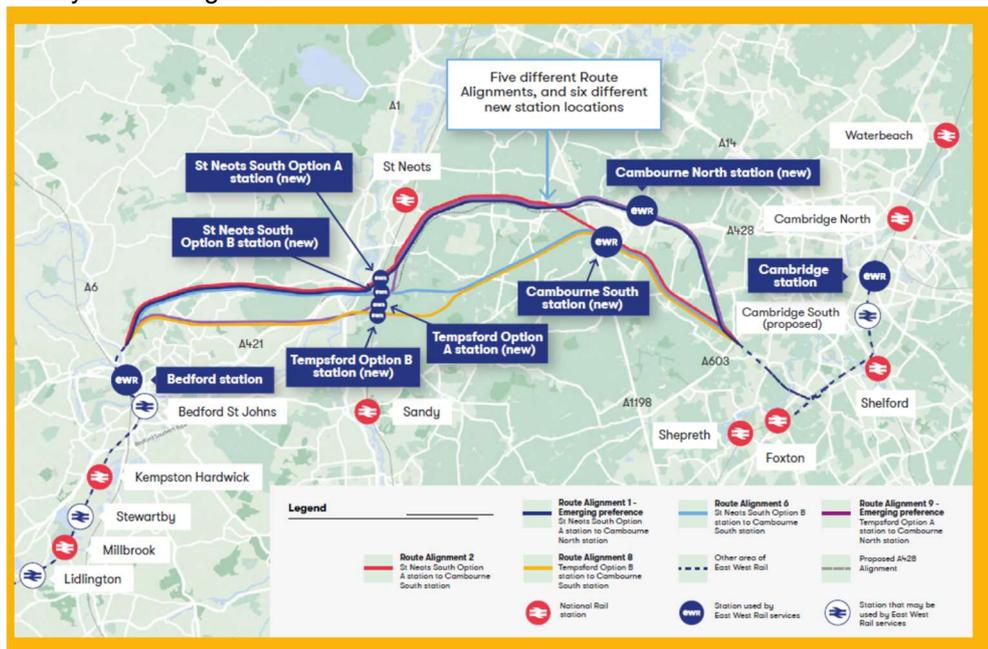
Summary of Scheme Design Components

- Up to 500 spaces
- 5% electric charging spaces, with provision for future 100% of all spaces
- 25 disabled spaces, with additional to north of station
- 150 Cycle parking spaces (incl. 26 cycle lockers)
- Solar Panels – 40-60% coverage
- Signal controlled access junction
- A10 crossing point with refuge island for all user types
- Reduced speed limit along A10 – 30mph (starting just south of Travel Hub entrance, and finishing just north of Barrington Road junction)
- Pedestrian bridge with stairs and lift over railway line
- Improved bus stop and shelter provision on the A10
- Biodiversity Net Gain – estimated over 20%
- New planting throughout the car parking area with landscaping as screening
- Shallow drainage swales on site
- LED lighting
- Toilet block
- Drop off / Pick up area



East West Rail

You will have seen the consultation initiated for EWR which has most relevance for Foxton & Shepreth but mostly for Haslingfield/Hauxton.



A505 Traffic

I asked for the traffic numbers/peak time profiles – this is the November 2019/2020 snapshot:

A505 Dottrell Hall

5day Average

A505 Duxford

5day Average

Annex A – Cambridgeshire County Councillor Peter McDonald’s Report

	Nov-19	Nov-20	Nov-19	Nov-20
Top of Form				
12H(7-19)	8837	5449	27071	
Bottom of Form				19009
16H(6-22)	10045	6195	31838	21455
18H(6-24)	10228	6285	32862	21919
24H(0-24)	10636	6619	34773	22934
Peaks				
AM Peak	08:00	07:00	08:00	07:00
	885	679	2737	2096
PM Peak	17:00	16:00	17:00	16:00
	1046	580	2613	1979

Childcare for 2 Year Olds

What is the entitlement?

Children are entitled to 570 hours in each 12 month period from the term they become eligible until they reach compulsory school age, the term following their fifth birthday. The hours you take up are spread evenly over the year and can be taken as a maximum of 15 hours a week over up to 38 weeks in a year or stretched with fewer hours a week over more weeks in a year.

The hours and sessions which are available for free childcare will depend on the individual childcare setting and will need to be agreed in advance. There should not be any additional costs attached to claiming the free hours, such as top up fees or uniform charges. If you need further advice please contact our Family and Childcare Information helpline on 0345 045 1360.

What are the benefits for my child?

Children benefit from early learning, we know this from research. Good quality early learning:

- helps your child to be happy, confident, sociable and curious
- gives opportunities to be active and learn through fun and play, indoors and outdoors
- offers many activities including creative and messy play
- helps them to become effective learners and ready for school
- has a long term impact on their development

Eligibility: Either parent must be in receipt of one of the following benefits:

- Working Tax Credit provided your annual income (as assessed by HM Revenue & Customs) does not exceed £16,190
- Income Support
- Income Based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit provided your annual income (as assessed by HM Revenue & Customs) does not exceed £16,190
- Guarantee element of State Pension Credit
- Universal Credit (provided you have an annual net earned income of no more than £15,400, as assessed by earnings from up to three of your most recent assessment periods)

Or, the child:

- has been adopted from local authority care
- has been looked after by a local authority
- has left care through a special guardianship or child arrangements order
- is in receipt of Disability Living Allowance
- has an Education, Health and Care (EHC) Plan

Thakeham

We held a Parish Call on March 20th with Anthony Browne and a Public Call April 7th to update on progress and next steps for the action group.

Updates as usual here: www.swcag.org.uk

Peter McDonald, April 6th 2021