

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD  
IN THE PAVILLION ROOM, VILLAGE HALL, FOWLMERE  
**TUESDAY 11<sup>TH</sup> DECEMBER 2018 AT 7:30 PM**

**PRESENT:**

Cllr D Roberts (Chairman), Cllr P Burge, Cllr C Howe, Cllr S Mulholland, Cllr M Sunderland, Cllr T Bearpark and Cllr P Collinson

**IN ATTENDANCE:**

Ms K Byrne (Clerk) and 2 members of the public

**1) Apologies for Absence**

Cllr M Vinton and Cllr L Wragg

**2) Declaration of Interest in agenda items**

None

**3) Minutes of the Parish Council Meeting of 20<sup>th</sup> Nov 2018**

The minutes were reviewed and agreed to be a true record, and were signed by Cllr Roberts.

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

None.

**Meeting was opened for urgent questions from members of the public and press**

There were no urgent questions.

**5) Planning Committee**

**a. Planning Minutes from 20<sup>th</sup> Nov 2018**

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*MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE  
HELD IN THE PAVILION ROOM, FOWLMERE VILLAGE HALL, FOWLMERE  
on TUESDAY 20<sup>th</sup> NOVEMBER 2018 at 7.30pm*

*PRESENT: Cllr L Wragg (Chairman), Cllr P Burge, Cllr Howe, Cllr S Mulholland, Cllr Sunderland, Cllr Mr P Collinson, Cllr M Vinton*

*APOLOGIES: Cllr D Roberts and Cllr T Bearpark (absent)*

*IN ATTENDANCE Ms K Byrne (Clerk)*

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

None

**2. S/4053/18/FL**

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

**Two storey rear and side extension, with balcony at first floor, single storey link extension and single storey porch extension.**

**Janice Bryden**

*The PC considered the application. Nobody had any issues with the proposed extension.*

*Fowlmere Parish Council has no objections.*

**3. S/4227/18/TC**

**Sycamore House, Rectory Lane, Fowlmere, SG8 7TL**

**T1 - Sycamore - To be reduced by 3m (30%) and thinned. Causing excessive shading and problems with high sided vehicles.**

**Ward**

*The PC considered the application. Nobody had any issues.*

*Fowlmere Parish Council has no objections.*

*[As the tree officer had asked for responses only if comments or objections are raised, then no response will be submitted to SCDC.]*

**4. S/4133/18/DC**

**The Willows & Highbank, Long Lane, Fowlmere, SG8 7TG**

**Discharge of Condition 14 (External Lightning) of planning permission S/1506/15/FL**

**For information only**

*Noted.*

**5. Other Matters and Updates**

*None.*

*The meeting closed at 20:17pm.*

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The minutes were reviewed and agreed to be a true record, and were signed by Cllr Roberts.

**6) Road Safety**

**a. LHI Application Update – Village Consultation**

Before the meeting, Cllr Howe had prepared some draft text to be used in the Village Consultation leaflet. The PC considered Cllr Howe's draft text. Cllr Roberts said that some colour should be added perhaps to the heading, to make the issue more prominent. It was thought that the FPC Logo should be added too. In the text Cllr Howe had included his name and address for returning paper responses, and asked if other councillors' details could be added. The Clerk asked if the responders could be encouraged to reply via email (to make collating the results easier). Cllrs Mulholland and Burge thought that using an online survey such as SurveyMonkey could make it even easier and offered to set this up.

**ACTION: Cllrs Burge and Mulholland to set up SurveyMonkey for the Village Consultation**

Cllr Burge suggested that the text could be refined to be more neutral. Cllr Burge and Cllr Howe agreed to liaise and refine the text for the leaflet, to be finalised by 14 December.

**ACTION: Cllrs Howe and Burge to refine the text for the Village consultation leaflet**

When the leaflets have been printed (Cllr Wragg had previously said that he would arrange this) the councillors all agreed to distribute 50-odd leaflets each around the village – before the meeting the clerk had roughly assigned around 45-55 houses to each PC member. The leaflets could be picked up from Lawrence’s house when ready.

**ACTION: Cllr Wragg to arrange leaflet printing and let the PC know when they are ready**

**7) Finance & General Purposes**

**a) Finance Minutes from 20<sup>th</sup> Nov 2018**

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*Minutes of the meeting of Fowlmere Parish Council Finance and General Purposes Committee*

*held in the Pavilion Room, Fowlmere Village Hall, Fowlmere*

*Tuesday 20<sup>th</sup> November 2018 at 7:05 pm*

**Present:**

*Cllr P Burge (Chair), Cllr L Wragg, Cllr Howe, Cllr S Mulholland, Cllr Sunderland, Cllr Mr P Collinson and Cllr M Vinton*

**Also in Attendance:** *Ms K Byrne (Clerk), Mrs D Woods*

**1. Apologies for Absence**

*Cllr D Roberts and Cllr T Bearpark (absent)*

**2. Minutes of Previous Meeting (11<sup>th</sup> Sept) / Matters Arising**

*The minutes had been agreed, and signed in the 06 November 2018 PC meeting, and are incorporated those minutes.*

*Matters Arising – none.*

**3. Bank Accounts – updating signatories**

*Cllrs Burge, Vinton and Wragg completed the new paperwork that Santander had recently issued, to change signatories on the Santander account.*

**ACTION – Clerk to send completed form to Santander**

**4. Review of Income and Expenditure**

*Before the meeting the Clerk had circulated to the councillors the Bank Reconciliation for November and the Fowlmere PC Accounts spreadsheets (one for the Santander account and one for the Unity Trust account). Income and expenditure were reviewed – see below.*

**5. Reserves Policy**

*Cllr Burge said that the PC should have between 0.25-1.0 times the precept amount in reserve / savings accounts (2018-2019 precept was £36,810). Anything beyond that should be spent. Currently, FPC have approximately £25,000 in the current accounts and approximately £61,000 in the savings accounts, of which approximately £12,000 is unspent S106 money. Cllr Burge said that the PC needs a strategic plan for spending some of the excess funds. Also, we should move money from the Santander savings account into current account to replace the money spent on gym equipment which will come out of the S106 pot (£10,500 + VAT).*

**ACTION: Clerk to prepare cheque to move money from the Santander savings account to the UTB account – to be presented at the next PC meeting**

## **6. Precept**

The precept proposal amount had been agreed in the last PC meeting (16 October 2018). The clerk has now received relevant documents from SCDC and needs to complete and return these.

**ACTION: Clerk to prepare the 2019-2020 precept proposal and submit to SCDC.**

## **7. LHI Application**

Cllr Howe explained the outcomes from the meeting with Josh Rutherford from CCC. Before the meeting, Josh had recommended in his feasibility report going for a centralized 20 mph zone to run along B1368 from Nr Lynch Lane to Nr Manor Farm with 6 pairs of cushions. However, it was felt by Cllrs Howe and Wragg that Long Lane should be included, and it would be advisable to do all the work in one go, to strengthen the PC's case for the grant application. Josh had explained in the meeting that the speed cushions can only be placed within the series of street lighting, therefore, it was proposed to include an additional street light on Long Lane ideally placed somewhere beyond the new houses near the footpath to Foxton. This would allow the speed bumps to stretch further down Long Lane, and would take the estimated overall cost up to £32K.

Cllr Sunderland asked about the proposal to redesign the junction at the Memorial. Cllr Howe explained that as there is no accident history there then it wouldn't be so easy to get this accepted, and that the proposed 20mph zone would help with the issues here.

Cllr Burge asked whether consultation with the parishioners might be prudent before the PC commits the money. He suggested a campaign of leaflets through every door might be the best way to reach everyone.

Cllr Howe offered to put together a consultation leaflet, that asks: 'Are you concerned about speeding?' and then describes the proposed plans and estimated costs – approx. £22K which would be covered from reserve funds, with £10K from the LHI grant. It would then ask for people's comments, to be submitted via paper or email.

**ACTION – Clerk to ask Josh Rutherford: how far the 40mph buffer zones can extend down each Road (Cambridge Road, London Road and Long Lane); where the individual speed cushions would be placed; and could he organise a parish consultation as soon as possible?**

**ACTION – Cllr Howe to draft a consultation leaflet for the speed restriction proposals**

Subject to satisfactory answers from above, the PC agreed to proceed with the grant application; they also agreed in principle to meet the cost beyond the £10,000 we are applying for, estimated to be £22,000.

## **8. Trees, Grass, Hedges and General Purposes**

### **a) Insurance claims**

i. Butts Fence – The Clerk informed the PC that payment of £80.00 had been received from the insurers (Zurich).

The repairs to the Butts fence had cost £180.00 and the insurance excess was £100.00.

The PC agreed that this insurance claim can now be closed.

### **ii. Chapel break-in**

Cllr Mulholland has received a quote for £2,106.21 from Cambridge Stained Glass to replace the windows in the original style. He had tried to get other quotes but as this is quite specialist work, he was unable to obtain any others.

**ACTION – Clerk to inform the insurers**

### **b) Community Orchard**

Before the meeting, the Clerk had circulated the three quotes now received for the legal work involved in agreeing the Head of terms for the PC to review. Cllr Burge said that we have not yet heard from CC / Cllr Topping what their solicitors' fees would be (and for which the PC would be liable). Before proceeding Cllr Burge said that we

should plan a sequence:

- 1) Take an overview of the whole project – estimate all costs, legal costs, responsibility for the land, fencing, preparing for an orchard, planting, annual maintenance costs etc.
- 2) Find out what grants are available to help with the above costs.

Cllr Howe asked if we could use some of the S106 money for this?

Cllrs Wragg and Burge offered to set up a working group to explore this.

**ACTION – Cllrs Wragg and Burge to set up a working group to review community orchard.**

**c) Pump station repairs**

Cllr Mulholland said that he and Cllr Bearpark had previously identified that the pump house needs repointing, and some other work doing. Cllr Bearpark had then asked for a quote from Glen Johnson of Period Properties, who had done previous similar work for the PC on the Fire Engine shed and the Cemetery Chapel.

The PC discussed the quote. Cllr Sunderland asked if we need to obtain further quotes. Cllr Vinton said we have established trust with Glen Johnson. It was decided that as this is quite specialist work, we would struggle to get other quotes, and therefore we could accept this quote.

**d) RoSPA repairs**

The Clerk informed the PC that Dave Salmons had done most of the RoSPA repairs and had submitted his Invoice – see PC Minutes for 20 Nov. Dave Salmons will do the rest of the work when the Clerk orders the required parts.

**e) Cambridge ACRE payroll**

The Clerk had received notice from Cambridge ACRE that they would no longer be providing payroll services, with almost immediate effect. The Clerk said that she should be able to conduct payroll herself, as she has experience of how to do this. Cllr Burge said that the PC would provide support (e.g. consulting an accountant), if required.

**9. Future Projects**

**a) Donation towards Philip Kratz fees (Grain Store)**

The PC agreed that, as last time, £250 would be donated towards Philip Kratz fees regarding the Grain Store application.

**b) Other Matters**

The Clerk informed the PC that the Asset register has been updated with the MVAS and shredder and that the insurers have been informed. Cllr Burge said that the PC will review this in April along with Standing Orders and Risk Assessments.

**10. Date of Next Meeting**

Proposed to be held on Tuesday 12<sup>th</sup> February 2019 in the Pavilion Room, Fowlmere Village Hall.

The meeting closed at 20:10.

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The minutes were reviewed and agreed to be a true record, and were signed by Cllr Burge.

**b. Bills to be paid**

Phillimore Garden Centre (PC Xmas tree): £45.00

M Vinton - Materials and petrol refund: £60.05

Chairman's Allowance: £150.00

Cambs Acre - Payroll fee (Oct-Nov): £28.80

Rob Watkins Tree Work (Village Hall): £2,600.00

Fowlmere Village Hall - Pavilion Room Hire (11 Dec 2018): £24.00

Seniorlink Eldercare (November): £96.54

K Byrne Salary (November): £634.40

K Byrne - NEST (Pension Refund): £28.60

K Byrne - Telecoms refund (November): £29.14

### **c. Insurance Claims**

The Clerk informed the PC that a cheque for £2006.21 had been received from the insurers (Zurich Municipal) for the repairs required to mend the broken windows at the Cemetery Chapel. This is the amount quoted by Cambridge Stained Glass minus the insurance excess of £100. The PC accepted this settlement and agreed that this insurance claim can now be closed.

**ACTION: Cllr Mulholland to let Cambridge Stained Glass know that their quote has been accepted**

### **d. Quote for fence behind the Village Hall**

The clerk informed the PC that Dorothy Woods and Dave Salmons had met on Monday 10 December to discuss what sort of fence should be installed on the boundary behind the Village Hall now that the Leylandii trees have been cut down. Dave proposed to provide 27m of 1.8m green chain link fence with some new posts (where required) and all new tensioners. He quoted £450 for all materials and labour. Clerk to ask Dave Salmons for the written quote, to circulate to the councillors; when this has been received the PC agreed that the work can go ahead.

**ACTION: Clerk to ask Dave Salmons for a written quote, and to circulate this to the councillors**

### **e. Restoration of pump house station**

In 20 Nov Finance Meeting the PC had accepted the quote from Glen Johnson of Period Properties to do restoration work on the pump house. Cllr Bearpark agreed to contact Mr Johnson and ask him to proceed with the work.

**ACTION: Cllr Bearpark to contact Mr Johnson & ask him to proceed with the work on the pump house**

## **8) Correspondence**

### **b. Bikeability cycle training**

The PC considered the letter and request for funding for Bikeability cycle training in schools. Cllr Burge said the request was quite vague as to what they are asking for and how much they want, and does not specify how many children from Fowlmere might be provided for. It was thought that if the school had asked for financial help for a specific number of Fowlmere children then the PC would be willing to consider helping, but would not like to pay into a general pot. Therefore, the PC decided not to offer to fund this scheme at this time.

## **9) Other Matters (for information only)**

Cllr Burge reported that he had attended the SCDC liaison meeting on 27 Nov 2018. Finance at district level was discussed; it was considered whether in the future parishes could contribute towards certain things that SCDC would normally cover. In order to afford this however it would be necessary to raise

the precept, and considerable notice would be required so that parishes could incorporate the extra expenditure in their precept proposals.

The meeting closed at 20:00 pm.

The date of the next PC meeting is Tuesday 15th January 2019 in the Pavilion Room, Village Hall.