

MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE
TUESDAY 18th JUNE 2019 AT 7:30 PM

PRESENT: Cllr D Roberts (Vice Chairman, acting as Chair), Cllr M Vinton, Cllr P Burge, Cllr T Bearpark, Cllr M Sunderland, Cllr S Mulholland and Cllr P Collinson

IN ATTENDANCE: Ms K Byrne (Clerk), Mrs Woods and 2 members of the public, and Cllr Topping arrived at 20:10

Actions

1 Apologies for Absence

There were apologies for absence from Cllr L Wragg and Cllr C Howe.

2 Declaration of Interest in agenda items

There were no declarations of interest.

3 Acceptance of Councillor Sunderland's resignation

Before the meeting Cllr Mike Sunderland had circulated a letter of resignation from the PC. Cllr Roberts accepted his resignation on behalf of the Chairman (who was absent) and the Parish Council. She expressed her sincere thanks to Cllr Sunderland for his hard work and dedication to the PC over the last nine years, especially his work as Chair of the Finance Committee, and wished him well on his move to Scotland.

4 Nomination of Councillors to Committees

The PC had been advised by the Internal Auditor that it is best practice that least one Cllr should NOT be on each of the committees. However, following discussion, the PC decided that all councillors would serve on the Planning Committee to ensure that the meetings are quorate when called at short notice.

It was further decided that following Cllrs will serve on the following Committees:

Finance: Cllrs Wragg, Roberts, Burge, Howe, Vinton, Mulholland.

Burial Board: Cllrs Wragg, Roberts, Mulholland, Howe, Vinton, Burge, Collinson.

The Clerk informed the PC that Terms of Reference (ToR) should be prepared for each Committee. The Clerk will circulate an example of ToR for a Planning Committee.

Clerk

ACTION – All PC members to review the ToR and consider what should be included in each committee's ToR, to be discussed at the next PC meeting.

All to note

5 Remaining Acceptance of Office Signing

Cllrs Roberts and Mulholland signed the remaining Acceptance of Office forms, witnessed by the Clerk.

6 Minutes of the Parish Council Meeting of 21st May 2019

The minutes were agreed as a true record, and were signed by Cllr Roberts.

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

None

8 Audit Matters

Actions

The Clerk told the PC that the required documents had been submitted to the external auditor on 7 June 2019. The Notice of Public Rights and the AGAR Part 3 - Sections 1 & 2 for 2018-2019 are displayed on the Noticeboard and the FPC website, as required.

9 Village Hall

a) Changing Room Refurbishment

Mrs Woods said that outline quotes from the builder and electrician have been received, and asked if the PC are still willing to contribute towards the refurbishment. Cllr Burge asked what the total was for the quotes. Mrs Woods said that the quotes were not yet final, but she estimated between £50,000 and £60,000. Finance Committee to review this at the next Finance meeting, and to see if Section 106 money can be used for this purpose and/or for gravelling the VH boundary.

Finance
Agenda

b) Play equipment

The swing seats had been ordered from Caloo and were expected to be delivered imminently; Cllr Mulholland agreed to install them. The Clerk had also arranged for Caloo to repair the skier (which had water in the frame) and the stepper (squeaky when used) on 14 June 2019.

Cllr
Mulholland

10 County Council Matters

Cllr Topping arrived at the meeting at 20:10, and gave the following report.

County Councillor Report to Fowlmere Parish Council – June 2019

From Cllr Peter Topping

Moving hedges – I have asked the highways department to check who owns the land and if there is any problem with the proposal to move some screening laurels along Pipers Close near Appleacre. They were going to take a look today (Monday) and report.

Local Highways Initiative bids - The time for considering putting in a bid for the coming process is here. The amounts that can be bid for have increased. It may be worth considering a joint bid with Foxton regarding the roads connecting the two villages.

Grass cutting on roadside verges - The county council will be cutting the verges from this month. I took up with the highways team points raised with me about conservation and they have responded that the verges will not be cut back completely so as to protect wildlife. We have also had confirmation that the county council only sprays weed killer between the kerb and carriageway – it doesn't use round-up on the grass verges.

A505 improvement study – I have been pressing for this for the last couple of years. Now, the County Council has been granted funding to carry out a strategic transport and growth study to investigate the options to deliver multi-modal transport improvements to address current problems and future transport demand between Royston and the A11.

We need to be aware that the drivers for this (no pun intended) include:

- what transport improvements and policy interventions are required to support and enable the continued success of the internationally important life sciences cluster to the southeast of Cambridge, including aspirations for expansion of the Research Campuses and Science Parks.
- It will also take account of aspirations for new housing and development opportunities in the wider area.

Slightly further afield -

Emissions from Vetspeed chimneys - I have had confirmation back from Heidi Allen's office that she has had a reply from the Environment Agency to the letter that I drafted on behalf of local parish councils Cllr MacDonald and the concerned residents. I have seen a response from the monitoring

Actions

team locally, so it may be that the pressure is resulting in them paying more attention to what is going on.

Proposal for a village “Station Fields” at Foxton – as a result of the “call for land” process run by South Cambs, developers have been putting forward propositions – one in Duxford last week, the Heydon Golf Club one, and this one from Sir Alfred McAlpine Group, making the case that proximity to a rail station will make the development sustainable. I’m told it will be autumn at the earliest before any coherent list of the sites put forward will be available, and next year before the debate on selecting sites will take place. However, before then there will be discussion about themes and strategic principles, and it will be important for the parish council to contribute to that, as it will guide the eventual selection of sites.

Cllr

Topping

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In response to a request from Cllr Roberts, Cllr Topping said he will look into whether the laurels can be moved from Appleacre to Pipers Close.

Applications for the Local Highways Improvement Initiative (2020/21) are now open (must be submitted by 4 August 2019); the amounts parishes can bid for has increased to £15,000. The PC discussed whether a joint application with Foxton PC might be feasible. Regarding the A505 improvement study, Cllr Topping said there will be consultation with the nearby villages (including Fowlmere).

Cllr

Topping /

Clerk

Cllr Topping will take some photos of the new ‘Station Fields’ development brochure he had received, and email to the Clerk to circulate to the PC.

Cllr

Topping

Cllr Topping will speak to John O Brien about the grids near Sexton Cottage.

11 District Council Update

Cllr Roberts said that at SCDC the Planning officers Julie Eyres and Alison Twyford had decided that the Appleacre application will go to planning committee probably in August. Also, the owners of the land behind Appleacre and Lanacre were planning to submit a new application under an exception site for 12 two-storey houses and 4 bungalows (which will be full market value). Does this make it an exception site or affordable housing with some houses full value? Will a housing survey be done? The applicants had claimed that they had knocked on 200 houses in the village to find out what was needed but Cllr Roberts said that this is not a housing needs survey. If it is an exception site then it needs to cover ALL of the criteria.

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

Mrs Woods asked if having the Planning meeting in the Cemetery Chapel would be a problem for some of the parishioners? Cllr Mulholland also questioned whether it is the correct location for a Planning meeting. He proposed that the Burial Board meeting be delayed until 9 July and that the Planning meeting go ahead on 25 June at 7:30pm in the Pavilion Room at the VH (Mrs Woods confirmed that the Pavilion Room is available). All agreed.

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

12 Burial Board

a) Cemetery Rules Update

The Clerk had prepared proposed new wording for Rule 57 regarding transfer of deed

Actions

of Exclusive Rights of Burial. Cllr Mulholland read out the proposed text. All agreed to the new wording. Clerk to circulate the Final version of the Rules to the PC for information, and to upload to the Fowlmere PC website along with the 'Grave Ownership and Deed Transferral' document and the other transfer documents (Form of Assignment, Statutory Declaration, Assent Form, Form of Renunciation).

Clerk

b) Cemetery Chapel Windows Update

The Clerk informed the PC that the third window had now been removed, and a new section of the bottom of the window frame was being produced to better hold the window in place. The 3 replacement windows are expected to be installed by the end the month.

13 Planning Committee

a) Minutes from Planning Meeting 21st May 2019

The minutes were agreed as a true record, and were signed by Cllr Roberts – see Annex. Cllr Roberts

b) Neighbourhood Plan Update

Cllr Roberts will ask Ms Cairns to come and visit Fowlmere PC.

14 Repairs to St Marys wall

A meeting of the PCC and PC has been arranged for 27 June 4-5pm at St Marys. Cllrs Roberts and Burge will attend. Still no response from SCDC despite several chasing emails. Cllr Roberts will go and see the planners at SCDC after the meeting with the PCC. It needs to be established whether a faculty is required, Cllr Burge said that he thinks it will be required.

15 Parish Council Assets

Hewitson's quote to register the Village Hall land has been received, it was £800-960+VAT. They have deeds for the new land at the Cemetery (which has been registered to Fowlmere Parish Council), but they do not have the deeds for the old Cemetery. Clerk to ask Cllr Wragg to look through the inventory and see if we have deeds for the old cemetery. Hewitsons have not been able to locate deeds for the Butts Recreation ground. Cllr Burge suggested that the PC proceed with registering the land at the Village Hall, all concurred.

Clerk / Cllr
Wragg

16 Road Safety

a) MYSI Fault

There was no update, as Cllr Wragg was not present.

b) LHI Application Update

No further progress.

c) Speedwatch Update

A request had been received that the Speedwatch group go out at the weekend on the Chrishall Road. Cllr Howe was absent, but he had emailed to say that the sites the Speedwatch group use have to be pre-authorized by the police, and Chrishall Rd itself isn't one of them. Cllr Howe said he would be happy to arrange a weekend session sometime, if they can work out where/when would be an effective use of volunteers' time. Cllr Howe to arrange a suitable time and location, in liaison with the police.

Cllr Howe

d) Casualty Reduction Support Fund

Nothing to report.

Actions

- e) **HGVs in village**
No progress.
- 17 Trees, Grass and Hedges**
- a) **Community Orchard update**
No progress.
- b) **Elm tree stump in Moat**
Mr Price was having problems with aggressive roots and suckers from an elm tree stump on the outer edge of the moat ditch. Cllrs Roberts Burge and Collinson agreed to go and look at the tree stump, and to ask Hardys to come along on Wednesday evening at 7pm, meeting at 23 Ryecroft Lane. Cllrs Roberts Burge and Collinson
- c) **New Village Tree Survey**
The PC considered whether another village tree survey should be commissioned. To be further discussed at the next Finance meeting.
Also, Cllr Bearpark reported that the garden area in Savile Way is getting overgrown. Clerk to ask Hardys to strim the areas either end of the garden area. Clerk
- 18 Finance & General Purposes**
- a) **Fees re Grain Store legal expenses (Philip Kratz)**
Foxton PC asked Fowlmere PC to pay half the legal fees for Philip Kratz's services, which was £453.20. Cllr Burge proposed that the PC agree to pay this, all concurred.
- b) **Eldercare**
The Clerk had received advice from SLCC regarding justifying payment of Seniorlink Eldercare services using Section 137 money. This had been circulated to the PC before the meeting.
Cllr Mulholland said that the Eldercare scheme benefits many in the village (not just those who are currently on the schedule) by knowing that they will receive help should they, in the future, be in such a position to require it.
Cllr Burge agreed to write a paragraph to clarify the PC's position on this issue. Cllr Burge
- c) **Clerk's expenses**
According to HMRC, telephone expenses paid directly to the employee are subject to income tax and NI and should go through payroll. However, there is a tax-free 'Work from Home' allowance of £18 per month. The Foxton Clerk receives this and half her phone bill. Cllr Roberts proposed that the Clerk should receive the Work from Home allowance from next month and the telephone expenses can be discussed between Cllr Burge and the Clerk, all concurred. Clerk to arrange this. Cllr Burge / Clerk
- d) **Event Traffic Management Training**
This training will be as follows:
- Location – St Neots
 - Day – Mon-Fri
 - Date – Potentially July/August
 - Cost – £150 each for training plus venue cost to be split between the attendees.

Actions

The PC approved the costs for one Cllr to attend. Cllr Mulholland was still interested depending on the actual date. Otherwise, Cllr Collinson may be able to attend, or possibly Cllr Howe.

e) Bills to be paid

Seniorlink Eldercare – May 2019, £87.73

Foxton Parish Council (Philip Kratz's legal services), £453.20

CAPALC renewal fee, £363.32

Cambridgeshire Acre Annual Membership, £57.00

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

S W Gardens and Landscapes – Gardening, £30.00

Royal Mail – PO Box delivery (annual fee), £342.00

K Byrne – Telecoms refund, £32.64

Bills already approved / DD

K Byrne – Salary £648.00

K Byrne – NEST (refund), 47.25

Income

CCC Grass Cutting Contribution, £927.74

Cheque from Newlings of Royston (interment of Mrs Adams), £75.00

19 Correspondence

The PC noted the correspondence.

Cllr Bearpark had sent an email to indicate his resignation as Vice-Chair of the Planning Committee. A new Vice-Chair of the Planning Committee will be elected at the next meeting of the Planning Committee. Clerk to add this to the Planning Agenda.

Clerk

20 ACTION LIST UPDATE:

a) Ideas for Improvements to Village Life

All agreed that the Chequers re-opening was an improvement to village life!

21 Other Matters

Cllr Vinton said that a resident (Mrs Flannagan) is concerned that the old trees in the Churchyard are imposing on her property. Cllr Roberts said that the PCC have it surveyed regularly. Also, the PC will be commissioning another tree survey shortly, so this should deal with this issue.

Cllr Vinton said that an elderly lady has slipped and fallen on gravel outside 'The Green' property. A letter could be sent asking the owners if they would consider sweeping this area regularly.

Cllr Vinton said that the white van parking on the pavement outside Swan House is a problem making an already tricky junction (at the war memorial) even more difficult to negotiate. Cllr Roberts said that the PC will review this and consider writing a letter to the van owner if it continues.

The meeting closed at 21:05pm.

The date of the next PC meeting is Tuesday 16th July 2019, 7:30pm at URC, Chapel Lane.

Annex A – Planning Minutes approved during 18th June PC Meeting

MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE
HELD IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE
on TUESDAY 21st May 2019 at 7:00pm

PRESENT: Cllr L Wragg (Chairman), Cllr P Burge, Cllr T Bearpark, Cllr M Vinton, Cllr P Collinson
and Cllr C Howe
APOLOGIES: Cllr D Roberts, S Mulholland and Cllr M Sunderland
IN ATTENDANCE Ms K Byrne (Clerk), and 7 members of the public

1. Declarations of interest (if any)

Cllr Howe declared a non-pecuniary interest in items 5, 6 and 7 as his garden adjoins Eaden Cottage.

2. S/1264/19/PN – Springfield, Fowlmere (For Information Only)

Prior notification of agricultural or forestry development - proposed building.

Lyndon Blyth

Fowlmere Parish Council noted the information.

3. S/1150/19/FL – 1 Chrishall Grange Cottages, Chrishall Grange Road, Fowlmere

New Agricultural Barn unit.

R Law, Law Farming

Cllr Collinson commented that this is outside Fowlmere's Parish boundary. However, Cllr Howe commented that neighbouring properties are in Fowlmere Parish. Cllr Wragg said that there were no grounds on which to object. Fowlmere Parish Council has no objections.

4. S/1231/19/FL – Mill House, Fowlmere Road, Fowlmere

Proposed single storey side extension.

Mr Nimscheck

The PC considered the application. Cllr Wragg said that it is in an area of low possibility of flooding. Fowlmere Parish Council has no objections.

S/1428/19/LB – Eaden Cottage, High Street, Fowlmere

Replace existing flat roof asphalt covering on sun Room and office with slate grey membrane.

Mr Ron McCreery

Cllr Howe left the room at 19:08 as he had an interest in this item and the next 2 items.

The PC reviewed the application. Fowlmere Parish Council has no objections.

5. S/1253/19/DC – Eaden Cottage, High Street, Fowlmere (For Information Only)

Discharge of Condition 3 (materials) of planning permission S/4388/FL.

Mr Ron McCreery

The PC noted the changes to the application. Fowlmere Parish Council has no objections.

6. S/1621/19/DC – Eaden Cottage, High Street, Fowlmere (For Information Only)

Discharge of Condition 3 (Precise details) and 4 (Materials) of Listed Building Consent S/4389/LB.

Mr Ron McCreery

The PC noted the changes to the application. Fowlmere Parish Council has no objections.

7. S/1536/19/FL – Frognorton, Moor Lane, Fowlmere

Erection of a small private stable block. Change of use from agricultural to agricultural and equine.

Mr Steve Lovatt

Cllr Howe re-entered the room at 19:10.

The PC considered the application. The PC felt that the building is in keeping with the area. Fowlmere Parish Council has no objections.

Annex A – Planning Minutes approved during 18th June PC Meeting

8. S/1657/19/NM – Bury House, Long Lane (For Information Only)

Non-Material amendment of planning permission S/2834/18/FL.

Mr JP Haliwell

The PC noted the amendment. Fowlmere Parish Council has no objections.

9. Other Matters and Updates

Cllr Howe left the room again at 19:16 as there was further discussion about Eaden Cottage (his neighbour).

The letter to Miriam Hill regarding Eaden Cottage was discussed. Cllr Burge to look at the wording of the letter. Otherwise the letter will be sent.

Cllr Howe came back into the room at 19:18.

No other matters were discussed.

The meeting closed at 19:18.