

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD  
IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE  
**TUESDAY 21<sup>st</sup> MAY 2019 AT 7:30 PM**

PRESENT: Cllr L Wragg (Chairman), Cllr M Vinton, Cllr P Burge, Cllr C Howe, Cllr T Bearpark, and Cllr P Collinson

IN ATTENDANCE: Ms K Byrne (Clerk), and 7 members of the public (who left by 21:00)

**Actions**

**1 Election of Chairman**

Cllr Wragg vacated the seat as chairman. The Clerk asked for nominations for Chairman. Cllr Bearpark proposed Cllr Wragg as Chairman, Cllr Howe seconded this motion. There were no further nominations, and all agreed. Cllr Wragg accepted the post, and resumed the chair for this meeting. Cllr Wragg signed the paperwork, witnessed by the Clerk.

**2 Apologies for Absence**

There were apologies for absence from Cllr M Sunderland, Cllr D Roberts, Cllr S Mulholland and Cllr P Topping (County Councillor).

**3 Declaration of Interest in agenda items**

There were no declarations of interest.

**4 Election of Vice-Chairman**

Cllr Bearpark proposed Cllr Roberts as Vice-Chairman (in her absence). Cllr Burge seconded this motion, there were no further nominations, and all agreed.

Cllr Roberts to accept and sign paperwork at the next meeting.

Cllr  
Roberts

**5 Election of Committees / Representatives**

Cllr Vinton nominated Cllr Burge as Chair of the Finance Committee; Cllr Collinson seconded. There were no further nominations, and all agreed. Cllr Burge accepted the post.

Cllr Howe nominated Cllr Vinton as Vice-Chair of the Finance Committee, Cllr Burge seconded. There were no further nominations, and all agreed. Cllr Vinton accepted the post.

Cllr Burge nominated Cllr Mulholland as Chair of the Burial Board (in his absence), Cllr Collinson seconded. There were no further nominations, and all agreed. Cllr Mulholland to accept and sign paperwork at the next meeting.

Cllr  
Mulholland

Cllr Wragg nominated Cllr Roberts as Vice-Chair of the Burial Board (in her absence), Cllr Howe seconded. There were no further nominations, and all agreed. Cllr Roberts to accept and sign paperwork at the next meeting.

Cllr Roberts

Cllr Burge, having said earlier in the meeting that he would like to be considered for Chair of Planning, was nominated by Cllr Collinson as Chair of the Planning Committee; Cllr Howe seconded. There were no further nominations, and all agreed. Cllr Burge accepted the post.

Cllr Burge nominated Cllr Bearpark as Vice-Chair of the Planning Committee; Cllr Collinson seconded. There were no further nominations, and all agreed.

Cllr Bearpark nominated Cllr Collinson as the Tree Officer. Cllr Collinson accepted the post.

**6 Acceptance of Office Signing**

All Cllrs present signed the Acceptance of Office paperwork, witnessed by the Clerk.

Cllrs Mulholland and Roberts to sign the Acceptance of Office forms at the next PC meeting.

Cllrs  
Mulholland  
Roberts

**7 Minutes of the Parish Council Meeting of 16<sup>th</sup> April 2019**

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

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

The Clerk and Cllr Collinson to look into putting separate PC and committee minutes on the website.

Cllr  
Collinson /  
Clerk

**9 Audit Matters:**

**a) Review Risk Assessment, Code of Conduct, Asset Register, Standing Orders and Financial Regulations for Audit.**

These updated documents had been circulated to the PC before the meeting. The PC reviewed the Risk Assessment document, there was one minor change to the document which was updated in the meeting. Cllr Burge proposed that updated Risk Assessment document is adopted, Cllr Howe seconded and all concurred.

The PC reviewed the updated Standing Order document. Cllr Burge proposed that the Standing Order document is adopted, Cllr Collinson seconded and all concurred.

The new Finance Regulations document was reviewed. Cllr Burge proposed that the document is adopted, Cllr Collinson seconded and all concurred.

The PC reviewed the Code of Conduct document. Cllr Burge proposed that the document is adopted, Cllr Collinson seconded and all concurred.

The PC reviewed the updated Asset Register document. Cllr Burge proposed that the document is adopted, Cllr Collinson seconded and all concurred.

The PC reviewed the updated Publication Guide. Cllr Howe proposed that the document is adopted, Cllr Collinson seconded and all concurred.

**b) Internal Audit**

The internal audit had been carried out earlier in May and the report was circulated to the PC before the meeting. There were several issues highlighted by the auditor:

**i)** The PC may not have the power to fund Eldercare through Section 137 funds – Clerk to seek advice from CAPALC / SLCC / Cambridge ACRE / local Clerks & Eldercare.

Clerk

**ii)** Telecoms expenses may be taxable – Clerk to seek advice from HMRC / SLCC.

Clerk

**iii)** Cllrs may claim for expenses but not time for any work they do for the PC.

All to note

**c) Review Annual Governance Statement**

Cllr Wragg read out each item on the Annual Governance Statement. The PC approved each item. Cllr Wragg proposed, Cllr Vinton seconded, and all agreed to support the Annual Governance Statement for 2018/2019. Cllr Wragg and the Clerk signed the statement.

#### **d) Review Accounting Statement**

Cllr Wragg read out each item on the Accounting Statement. Cllr Wragg proposed, Cllr Burge seconded, and all agreed to support the Accounting Statement for 2018/2019 as prepared by K Byrne (Parish Clerk / Responsible Financial Officer). Cllr Wragg signed the statement.

Clerk

Clerk to submit the audit documents to the external auditor.

### **10 Village Hall**

#### **a) Changing Room Refurbishment**

No update as Mrs Woods was not present at the meeting.

#### **b) Gravelling the boundary**

The PC considered the quote Mrs Woods had received for the work.

Cllr Burge said that if the work can be covered by S106 money then the PC would be prepared to pay for the work. However, this would come off the amount they would give towards the changing room refurbishment. Clerk to find out if the work can be paid for by S106 money, and to let Mrs Woods know.

Clerk

#### **c) Play equipment**

The PC considered the quote Cllr Mulholland had received to replace 2 cradle swing seats, which was for £209.00 + VAT. Cllr Burge proposed that the quote be accepted and can be paid for by S106 money, all agreed. Clerk to let Caloo know.

Clerk

### **11 County Council Affairs:**

Cllr Topping was not present at the meeting, and there was no report.

### **12 District Council Update:**

Cllr Roberts was not present at the meeting, and there was no report.

### **13 Annual Village Meeting**

#### **a) Reviewing points arising from the meeting**

Cllr Wragg thanked everybody especially the Clerk for arranging this successful meeting. Matters arising from the Village Meeting include:

- i) Road safety – concerns about heavy goods vehicles and farm traffic driving fast through the village. It was suggested that initial approaches be made to companies / farmers who have a significant number / large vehicles driving through the village, to let them know that there are concerns from villagers. Cllrs Howe and Wragg to draft a letter and circulate to the PC.

Cllrs Howe  
and Wragg

- ii) Traffic links – bus provision and safe cycling routes was a concern. The PC could ask Cambridge CC whether a cycle path could be put in between Newton and Fowlmere. Clerk to write to Cllr Topping and the A10 cycle scheme to tell them that there is interest in this in Fowlmere.

Clerk

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

A member of the public asked what the term 'outside the village envelope' means. Cllr Wragg explained that it is a planning definition, which is a line on a map inside of which in-fill building can take place and outside of which development cannot occur unless it is

an exemption site such as the Triangle development. Cllr Burge showed the resident a map of Fowlmere with the village envelope marked on it.

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

**14 Burial Board**

**a) Transfer of Grant of Deed**

The daughter of Mrs Beardow had submitted the applicable documents to transfer the grant of deed for plot 707. Clerk to update the burial records.

Clerk

**15 Planning Committee**

**a) Minutes from Planning Meeting 16 April 2019**

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

**b) Appleacre - FOI Response**

The FOI document was noted.

**c) Neighbourhood Plan Update**

Foxton are consulting on their Neighbourhood Plan. Clerk to ask Cllr Mulholland to get in touch with the Foxton group. Cllr Burge suggested that the neighbourhood plan may be approached through the Planning Committee to see if there is interest in the village.

Clerk / Cllr  
Mulholland

**16 Repairs to St Mary's wall**

Three quotes have been received. These were reviewed by the PC. Cllr Burge said that he had confidence in Period Properties as they have done previous work for the PC which has been carried out well. However, before a contractor can be assigned, the PC need to meet with the PCC and SCDC to deal with the faculty and it being curtilage listed.

Clerk to contact PCC to arrange a meeting with Cllrs Wragg, Burge and Roberts.

Clerk

**17 Parish Council Assets**

**a) Clunch pits**

The registration of the land was completed. Cllr Wragg to review the paperwork from Hewitsons. He thanked Cllr Burge and the Clerk for progressing this.

Cllr Wragg

**b) Land**

Cllr Burge suggested that the PC ask for quotes from Hewitsons to register the Village Hall land and also ask if the PC have deeds for the land at the Cemetery and the Butts.

Clerk to contact Hewitsons.

Clerk

**18 Road Safety**

**a) MYSI Fault**

Cllr Wragg said that the machine had been fixed and was in Pipers Close, it is now working but whether the data capture is working remains to be seen.

**b) Event Traffic Management Training**

This is a whole day training, but the cost is not yet known. Clerk to ask Cllr Mulholland if he is still interested.

Clerk

**c) LHI Application Update**

Cllr Howe said that the contact at SCDC is Mr O'Donnell.

**d) Speedwatch Update**

3 new Speedwatchers are now trained. A session is planned to co-ordinate with the Speedwatch Week of Action.

**e) Casualty Reduction Support Fund**

Nothing to report.

**f) HGVs in village**

Cllr Howe to move this forward. Josh Rutherford has advised that this should be done separately from LHI scheme involving speed cushions.

Cllr Howe

**19 Trees, Grass and Hedges**

**a) Community Orchard update**

No further progress with this. Cllr Burge to ask Martin Hardy for his advice. Cllr Wragg to help.

Cllrs Burge & Wragg

**b) Repairs to Wall [fence] in Savile Way**

Clerk and Cllr Wragg to draft response to Mr Lester regarding his fence. Regarding the issue of large trees around the moat, the tree survey from 2016 addressed this. The PC brought forward the work to take care of any risk posed by large trees potentially falling. Cllr Burge suggested the PC should commission another tree survey. This to be discussed further at the next Finance meeting.

Clerk / Cllr Wragg

**20 Finance & General Purposes**

**a) Minutes from Finance Meeting 16 April / Matters Arising**

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

**b) Renewal of memberships – CAPALC / Cambridge ACRE**

Cllr Burge proposed that these memberships are renewed. All agreed. Clerk to renew memberships.

Clerk

**c) RoSPA recommendations**

The two reports were reviewed covering the equipment at The Butts and at the Village Hall.

Clerk to ask Dave Salmons to quote for repairs for work which is rated at least medium risk (yellow), other than cradle swings which are being replaced – see above.

Clerk to put on Finance Agenda, review of in-house check of play equipment at least 4 times a year. Cllr Bearpark offered to check the equipment at the Village Hall and Cllr Burge offered to check the equipment on the Butts.

Clerk  
Clerk  
Cllrs Burge / Bearpark

**d) Bills to be paid**

Seniorlink Eldercare - April 2019, £89.67

Hardy Landscapes - Grasscutting (April), £1,524.60

S W Gardens and Landscapes - Gardening, £30.00

Agriplant - Protected verges, £840.00

PlaySafety Ltd (RoSPA inspection), £214.80

Zurich Municipal (Annual Insurance), £1,137.91

Hewitsons LLP - (1st registration of clunch pits), £642.00

LGS Services - Audit Fee, £168.00

Glen Johnson (Period Properties) - Memorial Well restoration work, £2,645.00

Angela Mulholland - AVM Poster, £10.00

L Wragg - petrol expenses refund, £15.30  
K Byrne - petrol expenses refund, £26.10  
K Byrne – Refreshments refund, £84.70  
K Byrne – refund for keyboard, £39.99  
K Byrne – Telecoms refund, £28.04

**Bills already approved / DD**

K Byrne – Salary £648.00  
K Byrne – NEST (refund), 47.25

**Income**

Precept (SCDC), £19,405.00

**21 Correspondence**

**a) Michael Richards – 1 April**

The PC had no comments on this communication.

**b) Fowlmere Resident – 9 May**

It was discussed whether the Cllrs' telephone details should be available on PC website. Clerk to find out if this is required, seek guidance from CAPALC or SLCC.

Clerk

**c) Mr Bottrill – 10 May**

The hedges in Chapel Lane opposite the Chapel are hindering his mobility scooter. Cllr Collinson to identify which houses the hedges belong to. Clerk to draft letters to the residents, to be approved by the Chairman.

Cllr  
Collinson  
/ Clerk

**d) Jim Dalton – 14 May**

The PC had no comments on this communication.

**e) Patrick Adams – 15 May**

The PC had no comments on this communication.

**f) Patrick Adams – 15 May**

The PC had no comments on this communication.

**g) Rachel Legroux – 15 May**

The PC had no comments on this communication.

**h) Appleacre letter**

Cllr Wragg had received an open letter from the residents of Appleacre, which the PC viewed. Cllr Burge suggested that this could be passed on to the monitoring officer.

Clerk to Reply to the residents that their comments are duly noted.

Clerk

**22 ACTION LIST UPDATE:**

The action list was reviewed and updated.

**a) Ideas for Improvements to Village Life**

None

**23 OTHER MATTERS:**

None

The meeting closed at 21:25pm.

The date of the next PC meeting is Tuesday 18th June 2019, 7:30pm at URC, Chapel Lane.

## Annex A – Planning Minutes approved during 21<sup>st</sup> May PC Meeting

MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE  
HELD IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE  
on TUESDAY 16<sup>th</sup> APRIL 2019 estimated start time 9:30pm\* (after the PC meeting)

PRESENT: Cllr D Roberts (Chairman), Cllr L Wragg, Cllr P Burge, Cllr M Vinton and Cllr M Sunderland

APOLOGIES: Cllr T Bearpark, S Mulholland, Cllr C Howe and Cllr P Collinson

IN ATTENDANCE Ms K Byrne (Clerk), Mrs Woods and 13 members of the public

### 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. **SS/0913/19/VC Apple Acre Park, London Road, Fowlmere**

**Variation of condition 2 (The site shall not be used other than as a touring caravan site and/or tent site and shall not be occupied by mobile homes used either for seasonal use or permanent residential accommodation) of planning permission S/1156/92/F and variation of condition 2 (The site shall not be used other than as a touring caravan site and shall not be occupied by mobile homes used either for seasonal use or permanent residential accommodation) of planning permission S/1155/92/F Co, Park View Group Ltd**

Cllr Roberts said that the Apple Acre site is outside the village envelope, and applications on land outside the envelope do not usually gain approval. Recent applications that were outside Fowlmere village envelope were refused even those that went to appeal with public hearings. Cllr Roberts then read out the conclusions from the Planning Inspector's report on Apple Acre from July 2018, which had dismissed the applicant's appeals. Since then a notice of breach of condition has been served.

Before the meeting, Cllr Roberts and Cllr Wragg had spoken to John Koch at SCDC about this matter; Mr Koch said that the applicants would find it difficult to go against the Inspectors report. Cllr Burge said that the inspector had put the arguments across well and adequately and the PC cannot improve on these. Cllr Roberts proposed that the PC unanimously recommend refusal of this application. All concurred. In response to this application, Cllrs Roberts and Wragg will draft a letter to the Planning Officer Alison Twyford, and circulate for PC's comments.

Cllr Roberts opened the meeting out to the members of the public for their comments. Discussions centred around the awful state of site, and that Apple Acre residents do benefit the village and Fowlmere PC in the form of council tax contributions. Cllr Roberts explained that other housing schemes on a similar scale to that at Apple Acre would have to offer affordable housing (40%), provide Section 106 money to the parish for recreational/educational facilities, as well as providing open spaces, leisure and landscaping for the residents; none of these have been provided by developments at Apple Acre.

### 3. **Other Matters and Updates**

No other matters were discussed.

The meeting closed at 21:25.

\*Actual start time was 9:00pm

## Annex B – Finance Minutes approved during 21<sup>st</sup> May PC Meeting

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee**  
held in the School Room, URC, Chapel Lane, Fowlmere  
**Tuesday 16<sup>th</sup> April 2019 at 7.00 pm**

### **Present:**

Cllr L Wragg (Chair), Cllr P Burge, Cllr M Sunderland, Cllr M Vinton and Cllr D Roberts

**Also in Attendance:** Ms K Byrne (Clerk) Mrs D Woods and 13 members of the public

### **Actions**

#### **1 Apologies for Absence**

There were apologies for absence from Cllr C Howe, Cllr T Bearpark, Cllr S Mulholland and Cllr P Collinson

#### **2 Minutes of Previous Meeting / Matters Arising**

The Finance Minutes of 12 February 2019 had been agreed, and signed and are incorporated into the PC minutes of 19 Feb 2019. Matters Arising – none.

#### **3 Review of Income and Expenditure**

Before the meeting the Clerk had circulated a spreadsheet showing a summary of the Budget for 2018-2019 vs expenditure to end of tax year. The PC reviewed the figures. The tax year ended with a slight surplus of £780, when the money spent on the Outdoor Gym Equipment is deduced (as this came from the S106 money taken from the Santander Savings account).

[Following the meeting, the Clerk was advised that the tax year ends on 31 March 2019 not 5 April 2019 and therefore the figures in the relevant spreadsheets were adjusted, including the 'Budget for 2018-2019 vs expenditure'. This meant that the tax year ended with a surplus of £1,7182, when the S106 money is deducted.]

#### **4 Audit for Process**

##### **a) Review Risk Assessment, Code of Conduct, Asset Register, Standing Orders and Financial Regulations for Audit**

The audit process is underway. The Clerk asked if when the records are submitted for internal audit that the process for handling payroll and pension payments could be reviewed by the internal auditor too. This was approved.

The Risk Assessment document has been updated by the clerk along with the Publication guide. The Asset Register has been updated with the new asset values taken from the recent Insurance policy. Clerk to check if the insurance replacement policy is new for old.

Clerk

Fowlmere PC's current Code of Conduct is out of date, Cllr Burge proposed that we move over to the NALC template, all agreed.

Clerk to circulate the updated Risk Assessment, Publication Guide, Code of Conduct and Asset Register to the PC for review.

Clerk

The model Standing Orders from NALC had been reviewed by Cllr Wragg. He highlighted several places where PC discussion was required, these were discussed and approved in the meeting. Cllr Wragg will update and circulate the document.



## Annex B – Finance Minutes approved during 21<sup>st</sup> May PC Meeting

Fowlmere PC does not currently have a separate Financial Regulations document but Cllr Burge said that the NALC template is fit for purpose, with some points to complete; these were discussed and approved in the meeting. Cllr Burge will update and circulate the document.

Cllr  
Wragg  
Cllr Burge

### 5 **Trees, Grass, Hedges and General Purposes**

#### **a) Repairs to St Marys churchyard wall**

Three quotes have been received for repairs to St Marys churchyard wall, one of which is provisional. The PC agreed that the Clerk should ask that contractor to meet with the PC to review the assumptions within his quote, then all quotes may be compared on the same basis. Clerk to ask the contractor for a more accurate quote and ask if he will meet with SCDC; also update the PCC on progress and say PC are still keen to arrange a meeting with them. Cllr Roberts to talk to SCDC.

Clerk  
Cllr  
Roberts

#### **b) School grass cutting**

Cllr Burge said that the amount donated to Fowlmere Primary school for grass cutting should go up each year by a small amount, not necessarily by the percentage increase in the precept. Clerk to find out how much it has increased by over the last few years.

Clerk

### 6 **Future Projects**

#### **a) Opening the existing cemetery grounds into the new burial ground**

The work approved at the previous PC meeting is underway; Hardys have completed the grave work, removed the tree stump and planted a new pine, and constructed compost bins. The rest of the agreed work will be done in due course.

#### **b) Repairing safety flooring at the Village Hall**

HAGS have accepted that the breaking up of the matting is a failure in their product and therefore falls under their warranty. They plan to repair it on Wed 17 April.

### 7 **Other Matters**

#### **a) Insurance renewal**

The insurance renewal policy premium is £1,008.59 The PC approved renewing the insurance with Zurich. Clerk to renew insurance with Zurich.

Clerk

#### **b) Budget for Clerk training**

Cllr Burge said that there is a strong case for keeping the clerk up to date with training. Clerk training to be additional to contracted hours.

#### **c) Budget for new accounting software**

New accounting software to be trialled in this tax year.

### 8 **Date of Next Meeting**

16<sup>th</sup> July 2019.

The meeting closed at 20:00.