

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE
TUESDAY 17TH JULY 2018 AT 7:45 PM**

PRESENT: Cllr L Wragg (Chairman), Cllr L Roberts, Cllr P Burge, Cllr S Mulholland, Cllr M Vinton and Cllr T Bearpark

IN ATTENDANCE: Ms K Byrne (Clerk), Mrs D Woods, Mr J Bottrill, Peter Bradley and Beth Aucott

		Actions
1.	APOLOGIES FOR ABSENCE: There were apologies for absence from Cllr C Howe and Cllr M Sunderland.	
2.	DECLARATION OF INTEREST IN AGENDA ITEMS: There were no declarations.	
3.	MINUTES OF THE PARISH COUNCIL MEETING OF 19TH JUNE 2018: The minutes were agreed as a true record, and were signed by Cllr Wragg. Matters arising - Cllr Roberts spoke to the contractors along Long Lane; they have now finished the work and no longer park on the road side, and they have promised to reseed the verge.	
4.	RSPB VISITORS – update on the new welcome hut at Fowlmere Bird Reserve The RSPB Site Manager Peter Bradley and RSPB warden Beth Aucott gave an overview of the work being carried out at Fowlmere Bird Reserve. It is a special place run by RSPB, a charity, and as well as Beth they have a lot of volunteers working there. They have the new hut, and now they need to remove the old hut. RSPB have installed a car parking machine and have started to ask for a small parking charge for non-RSPB members (it will be £2 per day for non-members, free for RSPB members, foot pedestrians and cyclists). This will help fill the gap in the reserve’s finances. It costs £25K to run Fowlmere Bird Reserve, with its car park, portaloo, nature trails and hides, and all the ongoing work to maintain habitats and look after its exceptional wildlife, which includes marsh harriers, otters, brown trout and much more. They expect to get £5-8K through the car-parking. Cllr Wragg thanked Peter and Beth for their presentation and time, and said we will keep in touch. Clerk to invite Peter and Beth to the Annual Village Meeting in May 2019, to allow them to tell the village about what they are doing at Fowlmere Bird Reserve.	Clerk
5.	COUNTY COUNCIL AFFAIRS: a) Reporting back on Action Points from previous meetings (Cllr Topping) Cllr Topping attended the latter part of the meeting, and gave this report: <i>County councillor report to Fowlmere Parish Council - July 2018</i> <i>Cllr Peter Topping</i> <u><i>Highways</i></u> <i>I have chased up highways because while progress on pothole filling is being made, there are still ones reported in May not done. The County is investigating ways in which it can deal with potholes should there be another severe prolonged winter. The two new dragon patcher machines will both be in use by the end of July.</i> <u><i>LHI bid deadline</i></u>	

It is important to put an outline bid in by the deadline of later this month – there are many traffic issues in the village. The parish council may want to consider a bid regarding Pipers Close and speeding given the complaints.

I have written to Whippet after complaints about the non-arrival of the 31 bus

Grass cutting at junctions

The grass and undergrowth at the junctions with the A10 have been cut back – the work was scheduled by highways for July but the growth earlier in the year meant the visibility for drivers was severely limited – so I told highways to bring the schedule forward.

Bus routes

Although this doesn't really impact on Fowlmere it does show that there are times when the county and Stagecoach can negotiate and get a result. The new bus route from Hinxton and Whittlesford and Pampisford that starts on 30 July run by the tiny A2B will STOP at Shelford so people can access the surgery there – Stagecoach originally said this stop would take customers away from their C7 bus route. The new route will also call at the Imperial War Museum at Duxford which is a good move and gives the IWM a public transport option.

Travellers

At the moment the traveller group that occupied land at Thriplow, Duxford and Hinxton at various times during the months of April and May have moved on to other sites, including the Sawston football ground and further east to the Norfolk coast. I have proposed that the district council explore preventative injunctions of green spaces, including village greens and sports grounds. However, South Cambridgeshire District Council has replied to a government consultation on this issue of illegal encampments saying that there should be a commission on how to meet the needs of Gypsies and Travellers who need to move around the country for activities such as work, or to visit relatives who may be unwell in hospital.

Community chest – *the District Council Community Chest is now open again although the amounts have been reduced to £500 per application.*

Rural travel hub and the future of the Foxton crossing.

The Combined Authority and the Greater Cambridge Partnership (GCP) had both included in their forward plans of infrastructure projects to fund a solution (under or over) to the Foxton crossing. The mayor is proposing to commission research into the whole of the A10 corridor, following the public meeting held at Harston.

I am writing to the chief executives of both authorities to find out where we are on these proposals, as we want the Foxton work to move forward. I will report back.

Peter Topping 07825 876582

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Cllr Topping said that the land transfer for the Community Orchard may be discussed at a CCC meeting in September. He will let the clerk know the date. Fowlmere Parish Council need to progress engaging a solicitor to get legal advice on the transfer / Heads of terms.

Cllr Topping told the Parish Council that Thriplow school are still claiming that any money from a Section 106 educational contribution should go to their school and would not come to Fowlmere Primary School, as it does not have the room to expand. This is a misconception that Fowlmere

Cllr
Topping
Clerk

	<p>Parish Council urgently seek once again to put right. Clerk to put this matter on the September PC agenda.</p> <p>b) Local Highway Improvement funding application – deadline 31st July 2018</p> <p>This is discussed further in item 10d) below.</p> <p>Cllr Wragg gave Cllr Topping an outline of the proposal that he and Cllr Howe have drawn up in preparation for the funding application. Cllr Topping offered to help with the application submission. Cllr Wragg thanked Cllr Topping for his attendance.</p>	<p>Clerk</p> <p>Cllr Topping</p>
6.	<p>DISTRICT COUNCIL UPDATE:</p> <p>Cllr Roberts said there is nothing new to report, just that the Local Plan is due to be published and SCDC now have a clear direction on applications that are contrary to the Local Plan; they are refused on that basis. They need to continue to hold this line and refuse all speculative applications. When it is published we will all get a copy of the Local Plan.</p>	
	<p>Cllr Wragg opened the meeting for any urgent questions from the public and press.</p> <p>Mr Bottrill said he would like to complain about a very large pothole outside 36 Chapel Lane. It has been reported on the website 4 times. When Cllr Topping arrived later, Mr Botterill spoke to him about it, and said that he will email him directly. Cllr Topping promised to act upon it.</p> <p>The meeting was then closed to members of the public and press.</p>	<p>Cllr Topping</p>
7.	<p>VILLAGE HALL</p> <p>A) Outdoor gym equipment</p> <p>Cllr Wragg asked if there has been any progress from the working party. Cllr Burge said that he and Cllr Mulholland had looked at 5 potential suppliers, which they sifted down to 2 promising ones – from whom they have received quotes. (1) Sunshine Gym quoted £12,500 for 8 pieces of equipment plus £1,000 for matting. (2) Caloo, a local company, quoted for 8 pieces of equipment with matting at £10,500 + VAT, and includes a skip on site. They can install in 6-8 weeks. Cllr Mulholland suggested that we could use the spoil to create a crawl through tunnel as well.</p> <p>Mrs Woods wondered if it would be at the Village Hall? Cllr Mulholland said that the Butts is not appropriate with the school using it so much. Cllr Roberts proposed that the Village Hall should be the location, and that we go ahead with the Caloo proposal. All concurred.</p> <p>The suggested location of the equipment is to the right of the basketball hoop at the Village Hall. Cllr Burge will get Caloo to come out and refine the installation details, and will liaise with Cllr Mulholland and Mrs Woods. Once exact measurements are received Mrs Woods will get the approval for the location of the Village Hall Management Committee (via email as their next meeting is not until September). Cllr Wragg thanked Cllr Burge and Cllr Mulholland for their work.</p> <p>Cllr Bearpark said that some villagers might query why similar amounts of money are not spent on more urgent issues, such as speed reduction measures. Cllr Wragg said that S106 money can only be spent on recreational projects, it is not available for speed reduction measures. This needs to be explained more clearly to Fowlmere residents.</p> <p>B) Wooden posts</p> <p>Mrs Woods said that the Village Hall Committee are not very keen on this idea as it might cause large vehicles go onto the field.</p> <p>C) Changing rooms</p> <p>The Village Hall have had advice from a structural engineer, so they are moving ahead with the project. They plan to go for Hallmark 1 accreditation; to go for Hallmark 2 accreditation they will need to register the land with the Land Registry. Cllr Burge, Cllr Wragg and Clerk to address registering the land.</p>	<p>Cllr Burge / Cllr Mulholland / Mrs Woods</p> <p>Cllr Burge / Cllr Wragg / Clerk</p>
8.	<p>BURIAL BOARD</p>	

<p>A) Memorial stone request for Lee Harmata The design resubmitted by Newlings (<u>without</u> the image) was accepted. Clerk to reply to Newlings.</p>	Clerk
<p>B) Request (from Mr Jobson) to buy a small plot to bury ashes The request was granted. Clerk to arrange a meeting with Mr Jobson to decide on which plot is suitable. Possibly 734B. Clerk and Cllr Mulholland to meet up with Mr Jobson.</p>	Clerk / Cllr Mulholland
<p>C) Cemetery tidy up day feedback Cllr Mulholland said that the Tidy Up day on 14 July was a success;12 people came - 7 adults and 5 children and they all worked hard! They cut out the section of iron fencing, and set the incinerator going to burn the leaves but Mr Sheldrick complained that it might set the field adjacent on fire, so they put it out immediately. Instead they gathered leaves into binbags, which are in the cemetery extension ready to be taken to the tip. Mrs Woods cleared the Chapel. The back-row graves and other graves were cleaned. The firepit is starting to be dismantled. It was a very productive day.</p>	
<p>D) Contractor work - paint doors and gate, inspect / repair / paint bell tower Clerk to contact Dave Salmons to ask him to paint the doors and gate. FPC to supply the paint (Cllr Wragg may have some). Cllr Mulholland to contact Ian to inspect / repair / paint the bell tower.</p>	Clerk Cllr Mulholland
<p>E) Quote for gapping up hedge in cemetery extension (see Martin Hardys email) The quote submitted by Hardy was accepted by the councillors. Clerk to ask Hardy Landscapes to begin the planting in the Autumn, or when they consider the optimal time.</p>	Clerk
<p>F) Exploratory boreholes update Cllr Bearpark met with the contractors who dug the boreholes in the cemetery extension, which are 7 feet deep. Cllr Bearpark has inspected them several times and there has been no water visible. Therefore, we should be able to sell triple-depth burial plots the cemetery extension. Cllr Burge said that the trees around the perimeter may have root issues. This is something to keep an eye on.</p>	
<p>G) Update burial board rules i). Add a clause about burying ashes? It was acknowledged that six months is not required after burial of ashes (as it is for burial of a coffin). The document could be updated to say that a memorial stone can be erected at the same time or soon after the burial of cremated ashes.</p>	
<p>ii) Change the clerk's address Clerk to update the address in the Rules to reflect the new PO Box address for the Clerk.</p>	Clerk
<p>iii. General review Update some other wording such as 'No portraits/images of the deceased' for memorial stones. Cllr Roberts and Cllr Mulholland to provide text and circulate. Clerk to do an editorial review.</p>	Cllr Roberts / Cllr Mulholland / Clerk
<p>H) Approved contractors Cllr Mulholland met up with a grave digger who said it is hard to dig in our cemetery as the ground is very hard, so mini diggers are often required. He keeps the top soil and takes the chalky spoil away. It may be worth pursuing an approved contractor list. The grave digger will provide Cllr Mulholland with a list of reputable grave diggers. He will also provide an example of 'Rules for grave digging'.</p>	
<p>I) Request to erect headstone on plot 483 A request to erect a headstone for Mr and Mrs Sullivan (plot 483) was received. The design has informally been approved, but the properly drawn design was inspected by the councillors and was approved. Clerk to give approval for the memorial stone to be erected.</p>	Clerk
<p>J) Memorial Policy Cllr Burge has modified the Memorial Policy (circulated to the Parish Council). After some minor updates the Memorial Policy will be an official document as of today. Cllr Burge to send updated version to Clerk.</p>	Cllr Burge

9.

PLANNING COMMITTEE

A) Planning Minutes from 19th June 2018

MINUTES OF A **MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE**
HELD IN **THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE**
on **TUESDAY 19th June 2018 at 7.15pm**

PRESENT: Cllr D Roberts (Chairman), Cllr P Burge, Cllr L Wragg, Cllr T Bearpark, Cllr M Sunderland, Cllr S Mulholland

IN ATTENDANCE Ms K Byrne (Clerk), Mrs D Woods, and Mr Collyer

1. Apologies for absence

Apologies were received from Cllr C Howe and Cllr M Vinton was absent

2. Declarations of interest (if any)

Cllr Burge declared an interest in item 5. Cllr Bearpark declared an interest in item 7. 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.

3. Election of Chairman / Vice Chairman

Cllr Bearpark proposed Cllr Roberts as Chairman of the Planning Committee. Cllr Burge seconded this motion, there were no further nominations, and all agreed. Cllr Roberts accepted the post.

Cllr Burge proposed Cllr W Bearpark as Vice-Chairman of the Planning Committee. Cllr Wragg seconded this motion, there were no further nominations, and all agreed. Cllr Bearpark accepted the post

4. Acceptance of Office Signing

All documentation was signed and witnessed by the Clerk.

**5. S/1959/18/LD – Certificate of lawful development for a loft conversion
4, Westfield Road, Fowlmere, Royston, SG8 7SN – Burge**

Cllr Burge declared an interest as the applicant.

Cllr Roberts said that Fowlmere Parish Council has a non-pecuniary interest, as colleagues of Cllr Burge, therefore FPC will leave the decision to SCDC. All concurred.

6. S/1982/18/VC

**Variation of condition 2 (Approved Plans) of approved planning application
S/2255/17/FL**

Nettlefold, Rectory Lane, Fowlmere, Royston, SG8 7TL – Mr David Besley

Fowlmere Parish Council has no objections. It will not affect any neighbouring properties and is in keeping with the design.

7. Appleacre Caravan Park, Fowlmere

Cllr Bearpark left the room during this discussion.

Cllr Wragg wrote to John Koch on 30-May-2018 (clerk was on holiday) regarding Appleacre caravan park taking delivery of even more static caravans, contrary to the permitted number. Mr Koch acknowledged the letter and said that he would reply after consulting a colleague but has not yet done so nearly a month later.

Clerk to remind Mr Koch of Cllr Wragg's letter and ask for a reply as a matter of urgency, saying this matter was brought up at the parish council meeting and it will be recorded in the minutes.

Clerk to make a list of things to keep an eye on – this is an outstanding item.

	<p>8. Mr and Mrs Collyer - Bury House, Long Lane, Fowlmere (original Planning reference S/0581/16/FL) Last week Mr and Mrs Collyer contacted Fowlmere Parish Council about building work being carried out at the back of Bury House, where builders have half filled a natural pond. The Collyers are concerned that this may lead to flooding of their property. Cllr Roberts emailed Julie Ayre at SCDC about this matter. Ms Ayre said that there are outstanding matters with regard to this site, and sent an enforcement officer who visited the site on Friday (15 June). Unfortunately, the officer reported on the location of the site, rather than the issues arising from the half-filled pond. Cllr Roberts will try to speak to the enforcement officer tomorrow when she is at SCDC.</p> <p>9. Other Matters and Updates None. Meeting closed 19:35.</p> <p style="text-align: center;">*****</p> <p>The minutes were agreed and signed by Cllr Roberts.</p> <p>B) Appeal updates Cllr Roberts said that the Welding Alloys application was going to be a written representation, but it was requested to be a hearing, the planning inspectorate agreed to it being a hearing so that means it might not be heard until December when the Local Plan will be in place. Cllr Roberts said that the appeals for Appleacre have been dismissed, as the changes would change the nature of the gentle rolling landscape. Cllr Burge asked about enforcement regarding the additional static caravans. Concern was expressed to SCDC about the lack of action regarding this. Cllr Roberts will go back to SCDC to say that Fowlmere Parish Council think that it is an abuse of the planning system. Cllr Roberts and Cllr Wragg to write a letter to John Koch, Jane Green and Julie Ayre about it.</p>	<p>Cllr Roberts / Cllr Wragg</p>
<p>10.</p>	<p>ROAD SAFETY</p> <p>A) Speedwatch update Steve Lester from Fowlmere Speedwatchers had asked if there is news on the Speedwatch signs and the mobile speed reading display. Clerk to let him know that the Speedwatch signs are up, and that we should have the mobile speed display unit by the end of the month.</p> <p>B) 30mph wheely bin stickers There are approximately 12 left, but several people still want them. Clerk to order another batch.</p> <p>C) Local Highway Improvement fund application (deadline 31st July 2018) Cllr Wragg had emailed the table he drew up with Cllr Howe for the application. If there are any comments please let Cllr Wragg know. Cllr Burge said that maybe we could add some Speedwatch data, and collision data to reinforce the application. Also, to use the Road name 'Pipers Close'. Cllr Wragg will amend the table and update with Cllr Howe when he gets back. Cllr Burge said we should put something on the Facebook page and let people know that we are applying for the funding. Cllr Mulholland to put text on Facebook when the bid is in, and say that the SID (mobile speed reading display) will arrive soon.</p> <p>D) Casualty reduction support fund Nothing to report.</p> <p>E) HGVs in the village Cllr Wragg said that he and Cllr Howe will pursue how to get weight limit restrictions in the village.</p>	<p>Clerk</p> <p>Clerk</p> <p>All</p> <p>Cllr Wragg / Cllr Howe</p> <p>Cllr Mulholland</p> <p>Cllr Wragg / Cllr Howe</p>
<p>11.</p>	<p>TREES, GRASS AND HEDGES:</p> <p>A) Community orchard progression</p>	

	<p>Clerk still to get quotes for legal advice from the solicitors, about heads of terms. Clerk to get a date from Cllr Topping regarding the date of the CCC meeting</p> <p>B) TPO trees at the Cemetery TPO application was submitted and permission has been granted to carry out the work. Clerk to get three quotes from Acacia, Shires and one other tree surgeon.</p> <p>C) Village Tree Work - Schedules B and C of Acacia survey See Finance Minutes Item 7.</p>	<p>Clerk</p> <p>Clerk</p>
12.	<p>FPC NOTICEBOARD The wood above the Noticeboard on Swan house is falling down and is in need of repair. See Finance Minutes Item 7.</p>	
13.	<p>GDPR – plan for compliance See Finance Minutes Item 7.</p>	
14.	<p>FINANCE & GENERAL PURPOSES:</p> <p>A) Cheques to be paid Cambs Acre - Payroll fee (Apr-Jun): £54.00 CAPALC (Clerk Training): £30.00 Hardy Landscapes - Grasscutting June: £1,480.20 E.on Chapel Electricity (31-Mar to 01-Jul): £49.67 Seniorlink Eldercare (June): £96.54 Dave Salmons (New stepping platforms): £140.00 K Byrne – Salary (June): £634.40 K Byrne – NEST (Pension Refund): £28.60 K Byrne (Petrol refund) – Training: £20.25 K Byrne (refund for PO Box): £330.00 Shires Trees Limited: £1,050.00</p> <p>Direct Debit Payments SCDC Trade Waste Collection (Chapel): £8.00 (paid by DD) SCDC Uncontested Parish election costs: £135.00 (paid by DD)</p> <p>B) Bank Accounts As Cllr Vinton is now the Vice-Chairman of the Finance Committee he should also be a signatory. Clerk to add Cllr Vinton to the list of signatories for the Unity Trust Bank account. Clerk to add Cllr Vinton and Cllr Burge to the list of signatories for the Santander Bank accounts and to remove Cllr Sunderland. Also update the Clerk's name and address with Santander.</p>	<p>Clerk</p>
15.	<p>CORRESPONDENCE:</p> <p>A) Butts playground update Cllr Vinton had been to take a look at the seesaw on the Butts playground but could not find anything wrong with it. Cllr Burge explained that there is a side to side movement as well as up and down. Cllr Vinton will take another look at it. The last RoSPA inspection was perhaps last April or May 2017. Clerk to check and if necessary, arrange another inspection.</p> <p>B) Cutting back hedges outside Bury House Cllr Roberts said that this is a County Council issue. Clerk to ask Cllr Topping to ask highways if they will do this.</p>	<p>Cllr Vinton</p> <p>Clerk</p> <p>Clerk / Cllr Topping</p>
16.	<p>ACTION LIST UPDATE:</p>	

	<p>A) Ideas for improvements to village life Getting the mobile speed reading display machine will be beneficial to the village – see Item 10 above.</p> <p>B) Suggestions for s106 expenditure Discussed – see item 7 above, Outdoor Gym Equipment.</p>	
17.	<p>OTHER MATTERS: Cllr Vinton has put up the Speedwatch signs. The post in Pipers Close needs a bit of remedial work. At the cemetery Cllr Vinton noticed that the tap on the water butt was left on, he wonders about safeguarding this somehow. Before the next PC meeting Cllr Mulholland will circulate the documents about the neighbourhood plan.</p> <p>The meeting closed at 21:55pm.</p> <p>The date of the next meeting is Tuesday 11th September 2018 at 7:30pm at the URC, Chapel Lane.</p>	Cllr Mulholland