

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE
TUESDAY 11TH SEPTEMBER 2018 AT 7:30 PM**

PRESENT: Cllr L Wragg (Chairman), Cllr P Burge, Cllr S Mulholland, Cllr C Howe and Cllr M Sunderland and Cllr T Bearpark

IN ATTENDANCE: Ms K Byrne (Clerk), Mrs D Woods

		Actions
1.	APOLOGIES FOR ABSENCE: There were apologies for absence from Cllr Roberts and Cllr Vinton.	
2.	DECLARATION OF INTEREST IN AGENDA ITEMS: There were no declarations.	
3.	MINUTES OF THE PARISH COUNCIL MEETING OF 17TH JULY 2018: Matters arising - . Item 6 amended. The minutes were agreed as a true record, and were signed by Cllr Wragg.	
4.	<p>VILLAGE HALL</p> <p>a) Changing Room Refurbishment Mrs Woods reported that the plans have been passed by Building Control and are now with the Fire Officer. Plans are going ahead with the changing room refurbishment and kiosk. We have been advised that Fowlmere Football Club has been disbanded due to inability to put a team together. Apparently, this is happening to a lot of other Football Clubs in Cambridgeshire. Our recreation ground will still be used by Foxton Dynamos for some of their matches and also in summer by Thriplow Cricket Club. The VHMC plan to invest in improving the grounds during the next season. They will then be able to offer the recreation ground for hire to other clubs and sports.</p> <p>b) Community Energy Grant Mrs Woods said that the VH had received the grant and the work has been done. She will send a report to SCDC and will announce this at the Village Hall AGM. She will also put an item in Fowlmere and Thriplow News.</p> <p>c) Outdoor Gym Equipment Progress has been slow over the summer. Cllrs Burge and Mulholland will progress finalisation and installation of the equipment in the next few weeks.</p> <p>d) Request to rent space in the VH Cellar Following the break-in and theft at the Cemetery Chapel, the PC had asked Mrs Woods if there may be room for old PC paperwork in the VH cellar. Mrs Woods said there is not really room as furniture needs to be brought in and out of the cellar. It was discussed whether the paperwork could be stored in the garage where the football equipment is (assuming it will be removed) but the garages maybe possibly damp and the space may still be required for future clubs. A commercial storage unit was considered, and the Fire Engine shed. These options to be further explored. Clerk to add this to the next PC meeting agenda (as a non-village hall item).</p>	All to note / Clerk
5.	<p>COUNTY COUNCIL AFFAIRS:</p> <p>a) Reporting back on Action Points from previous meetings (Cllr Topping) There was no update as the county councillor (Cllr Topping) did not attend the meeting.</p> <p>b) Thriplow's claim S106 money should go to their school not Fowlmere</p>	

	Clerk to ask Cllr Topping if there has been any progress on correcting this misconception, and an assurance that any S106 money will definitely come to Fowlmere School.	Clerk
6.	DISTRICT COUNCIL UPDATE: There was no update as the District councillor (Cllr Roberts) was not present at the meeting.	
	The meeting was opened for urgent questions from members of the public and press. Mrs Wood said that the VH are having their Hallmark accreditation assessment on 26 Sept. They have been told that they will not require the land to be registered for the Hallmark accreditation, so there is no urgent need to get it done, although the PC felt that this is something that should be done in due course. Mrs Woods said that the Village Hall AGM is on 03 October at 7:30pm in the Pavilion Room; all are welcome. The meeting was then closed to members of the public and press.	
7.	BURIAL BOARD a) Cemetery Chapel break in and theft Covered in item 6 of the Finance minutes. Cllr Mulholland has purchased some cameras and will install them around the Cemetery chapel imminently. b) Contractor Work Cllr Mulholland is still to hear from the grave digger regarding reputable contractors, and an example of Rules for grave digging. c) Memorial Tree Policy Cllr Burge to send the updated policy to the Clerk. d) Burial Board Rules update Clerk to carry out an editorial review of the rules	Cllr Mulholland Cllr Burge Clerk
8.	PLANNING COMMITTEE a) Planning Minutes from 17th July 2018 MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE on TUESDAY 17th July 2018 at 7.15pm PRESENT: Cllr D Roberts (Chairman), Cllr P Burge, Cllr L Wragg, Cllr T Bearpark, Cllr S Mulholland and Cllr M Vinton APOLOGIES: Cllr C Howe, Cllr M Sunderland IN ATTENDANCE Ms K Byrne (Clerk), Mrs D Woods, Mr J Bottrill, Mrs Hailes, Mr Johnston, Mr & Mrs Kibby Mr W Nichols and 2 clients from Enterprise, plus approximately 12 others (most of whom left after item 2) 1. Declarations of interest (if any) Cllr Burge declared an interest in item 2. 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. S/4555/17/FL - The Triangle, Fowlmere, SG8 7QN	

Erection of 24 dwellings including 10 affordable dwellings, with a new dedicated vehicular access from Fowlmere Road, new pedestrian link, hard and soft landscaping, open space, play area and community orchard

C Jackson, Enterprise Property Group Ltd

Cllr Burge left the room, due to his declared interest.

Cllr Wragg asked whether, as there were people present who didn't normally come to Council meeting, a word of explanation about the meeting and the rather complicated situation concerning planning might help. This was agreed by the Chairman.

Cllr Wragg explained that, as with all Parish Council meetings, Planning Committee meetings were Council meetings, not public meetings. Only Councillors spoke at such meetings. Although not legally obliged to do so, Fowlmere Parish Council did invite neighbours who would be affected by a planning application to contribute information, where appropriate. And where this happened, neighbours were asked to give their names and the address of the building that they occupy.

The Parish Council was not a decision-making body in relation to planning applications. It made a recommendation for or against an application to South Cambridgeshire District Council (SCDC), the local planning authority, which did make planning decisions. Fowlmere Parish Council as a matter of explicit policy supported the South Cambridgeshire Local Plan, and made its recommendations in the light of the policies set out in the Local Plan.

Until 21 May this year, SCDC was deemed not to have a five-year supply of land for housing, and parts of the Local Plan were therefore deemed to be out of date and not applicable. This led to many speculative and inappropriate planning applications receiving approval.

On 21 May, SCDC formally announced that it had the required five-year land supply. In consequence, it would determine planning applications in line with the policies of the Local Plan. In addition, the Planning Inspector, who had been carrying out a lengthy review of the revised Local Plan, was thought to be about to issue final written approval. What did this mean in practice? It meant that from now on any undecided or new planning applications would be judged on their merits and their compliance with the Local Plan, bearing in mind that SCDC had a five-year land supply.

Cllr Roberts explained that this application is an amendment to the original application. During the original application process the applicant talked to the Council. Fowlmere Parish Council recommended that the application be refused, as the development is not in the village envelope and it is not in line with the Local Plan.

Fowlmere Parish Council's view recently has been that if a planning application is not in the village envelope and not in line with the Local Plan then they have recommended refusal: e.g. Welding Alloys, Appleacre and the Land on Chrishall Road.

Cllr Roberts sits on the SCDC Planning Committee, where there is now a different approach to planning applications - the committee is refusing applications purely on the basis that they are not in line with the Local Plan and the 5-year land supply.

The amendments to this application show that it has not changed in size - it is still 24 houses (3x more than would be allocated in the Local Plan) and is still outside the village envelope. It is not the job of Fowlmere Parish Council to go through the conditions; that is the remit of SCDC Planning Committee. If third parties want to convey extra information they should send it to SCDC.

Therefore, Fowlmere Parish Council need to consider this application, which is 24 houses, outside the village envelope, and contrary to the Local Plan.

Cllr Mulholland said that a lot of the proposed plan would provide the housing the village needs (e.g. one-bed houses) and other advantageous things. But we do need to stick to policy. Maybe Fowlmere should introduce their own Neighbourhood Plan (which would take some time to develop) but would allow us to have more control over specific housing required in the village rather than the broad brush of the Local Plan? Cllr Roberts said that a Neighbourhood Plan would have a lot of benefits although it would be a lot of work, requiring help from outside the Parish

Council. Cllr Roberts said that we should progress the idea of developing a Neighbourhood Plan. Cllr Wragg said that it has to be external to the Parish Council and would need expertise.

Cllr Roberts asked if there were any comments from neighbours. Mrs Hailes (The Triangle) said that the density of the housing – 24 houses - would be too many and would restrict the open space that is there at the moment. Also, there is concern over the busy roads and the number of cars that the development would bring. Another neighbour Mr Johnston (The Triangle) concurred with this view and said that the consultation with the village had been minimal, the timings of the meetings had not been widely advertised or convenient to attend for those who worked. Cllr Roberts asked if the neighbours had received letters notifying them of the application from SCDC. Mr. Johnston said that they had not. Cllr Roberts will report this back to SCDC.

Mr Kibby (Thriplow Road) was concerned about safeguarding and safety of children, and said that the developers needed to listen to the concerns of the villagers at an earlier stage of development. Mrs Kibby (Thriplow Road) said that the developers have not considered the whole environment of the area such as the path on the opposite side of the road being too narrow and in poor condition such that two people are unable to walk side by side.

Cllr Roberts proposed that Fowlmere Parish Council recommend refusal. All 5 councillors present voted for refusal with the following comments:

On 17 July 2018, Fowlmere Parish Council reviewed the amended plans. Its position remains the same, one of recommending refusal, based on the reasons originally set out when the application was considered for the first time.

[After communicating these comments to the Planning Officer, the following additional text was added:]

The Parish Council wished the application to be taken to the Planning Committee if its own recommendation (of refusal) conflicted with the recommendation of Officer. If the Officer's recommendation and the Parish Council's recommendation are identical (i.e. for refusal) then the Parish Council will be content for the application to be dealt with under delegated powers.

Clerk to put neighbourhood plan on the September agenda. Cllr Roberts to bring an example of the neighbourhood plan to that meeting.

Cllr Burge came back into the room at 19:48.

3. S/2484/18/TC – 1, Pine Cottages, Rectory Lane, Fowlmere Notification of tree works to 2x Tree Preservation Order trees

Fowlmere Parish Council makes no recommendations and will defer to the tree officer's decision.

4. S/2522/18/FL - Glebe Cottage, Rectory Lane, Fowlmere Construction of greenhouse, Bradshaw

Fowlmere Parish Council has no objections and recommends approval.

5. S/2591/18/TP - Burial Ground, Shepreth Road, Fowlmere Notification of tree works to 2x Tree Preservation Order trees, Kerry Byrne

This application was approved on 16 July 2018. Fowlmere Parish Council need to arrange for a replacement tree to be planted in a similar location to T140 which will be felled.

6. District Council Planning Training

The Clerk and most of the Fowlmere Parish Councillors were interested in the free planning training being offered by SCDC. Clerk to notify Jane Green and Patrick Adams at SCDC.

7. Other Matters and Updates

None.

Meeting closed 19:55.

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Planning Minutes from 21st August 2018

**MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE
HELD IN THE PAVILLION ROOM, FOWLMERE VILLAGE HALL, FOWLMERE
on TUESDAY 21st AUGUST 2018 at 7.30pm**

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

APOLOGIES: Cllr C Howe, Cllr M Vinton

IN ATTENDANCE Ms K Byrne (Clerk)

1. Declarations of interest (if any)

Cllr Wragg declared a non-pecuniary interest in item 2.

Cllr Roberts declared a non-pecuniary interest in item 4 as a near neighbour, and she has spoken to the applicants about the application.

Cllr Burge declared a non-pecuniary interest in item 6.

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. S/2489/18/FL - 6 Thriplow Road, Fowlmere, SG8 7QT

Erection Proposed Second Storey side extension positioned above existing Single Storey structure with Additional 2 Storey Extension to Principle elevation

Mr Paul Foulsham

Cllr Wragg left the room at 19:33 due to his interest in this item.

Cllr Roberts said that this application might affect neighbours in the area and is out of keeping.

Cllr Burge said that it might affect Lynch Villa.

Fowlmere Parish Council objects to the proposed plan which constitutes overdevelopment of the site that would impinge on the neighbouring properties due to its overbearing size, and is not reasonable or sympathetic to the existing surrounding buildings. There would also be potential issues regarding parking and there are concerns that this is overdevelopment in a flood plain.

Fowlmere Parish Council voted in favour of recommending refusal.

Cllr Wragg re-entered the room at 19:48.

3. S/2834/18/FL

Bury House, Long Lane, Fowlmere, SG8 7TG

Re-position of proposed two dwellings as per consent ref: S/0581/16/FL

Mr JP Halliwell, H N H Builders Limited

Cllr Roberts said that the original proposed plan is outside the village envelop, and was approved before the 5-year land supply was declared.

A letter from Mr and Mrs Collyer (neighbours) expressing concern about the filled-in natural pond was considered by the Cllrs. Cllr Roberts had previously asked SCDC about the filling of the pond and SCDC had sent an officer to the site. Cllr Mulholland said that there are several neighbours concerned about flooding.

Fowlmere Parish Council continue to have concerns about this application and continue their original objections (to application S/0581/16/FL) which were:

*The Parish Council are working on the basis that this whole area (of two proposed dwellings) is outside of the Village Envelope – **SCDC to please advise if this is not the case.** The PC is also extremely concerned whether the larger area marked in red is being classed as part of the site in question or is it simply indicative of other parts of land with the same ownership – **this also needs clarifying by SCDC please.** The proposal is contrary to the emerging, and the previously approved Local Plans. There is also a question of this being close to neighbouring properties, where there is a very high water table and it is close to the Conservation Area. The Parish Council would therefore ask for a refusal and if there is a difference of opinion with SCDC they would ask for it to go to the Planning Committee as there is a major departure from a key long-standing policy and this land was not put forward in the SHLAA.*

Added to this FPC are extremely concerned by the filling in of the natural pond, the seeming necessity of the developer to move the two proposed houses, and the appearance of piling equipment on site all of which suggests that there are going to be serious problems here not just for these properties but the neighbouring properties. This fully justifies the objections of the neighbours to the original application on the grounds of the flooding risks. FPC asks SCDC to take urgent action to check out the conditions on this site which we understand in this exceptionally long dry summer summer are still swampy, and to give due weight to the neighbours' objections.

In these circumstances, FPC recommends refusal.

4. S/2864/18/FL

North Farm House, North Farm, Long Lane, Fowlmere, SG8 7TG

Proposed Annexe

Cllr Roberts left the room at 20:12 due to her interest in this item. Cllr Bearpark took over as Chair for this item.

Fowlmere Parish Council has serious concerns about this proposed application being outside the village envelope, but if SCDC were minded to approve it then FPC insists that conditions be put in place whereby the annexe has to be considered part of the North Farm House plot and cannot be separately sold or rented. Fowlmere Parish Council voted on the application with 3 votes against and 2 votes for the proposal, therefore FPC recommends refusal.

Cllr Roberts re-entered the room at 20:29 and resumed the Chair.

5. S/2677/18/DC – for information only

Land to R/O Lanacre, 86, Chrishall Road, Fowlmere, SG8 7RY

**Discharge of Condition 4 b,c & d (Remediation Works) of Planning Permission
S/1260/16/VC**

The above planning application has been received this is for your information only.

Mr Purkis

Fowlmere Parish Council noted the Discharge of Condition.

6. S/4555/17/FL

The Triangle – update (Letter from SCDC)

Cllr Burge left the room at 20:36 due to his interest in this item.

The letter from Eileen Paterson of SCDC Planning department was considered by the Cllrs. Cllr Roberts said that the comments and complaints mentioned in this letter do not seem to be on file, and expressed surprise that this application has gone to the District Planning committee as Fowlmere Parish Council and SCDC were both for the refusal of this application.

Cllr Burge re-entered the room at 20:49.

7. S/2757/17/FL

Land to the West of Chrishall Road, Fowlmere - Appeals Hearing

The hearing will be on 05 Sept 2018 at 10.00am at the Council Offices, Cambourne, and is scheduled to last 1 day. Fowlmere Parish Council noted the hearing date. Cllr Roberts and possibly Cllr Wragg plan to attend the meeting.

8. Other Matters and Updates

a) It was noted that the Welding Alloys hearing is on 12 February 2019 and is scheduled to last 5 days. FPC need to contact Phillip Kratz.

b) Fowlmere Cemetery Chapel was vandalised on 19 August between 15:30 and 16:00 and lead was stolen from the windows, it is unclear if anything else was stolen. The Crime Reference number is 35/23721/18. The Police SOCO attended and took numerous fingerprints, a hand print and a boot print.

Cllr Vinton securely boarded up the two broken windows on 20 August. Thanks to Mel for this. Cllrs Roberts, Mulholland, Bearpark, Mrs Cryer and the Clerk cleared up the debris and glass, and the Clerk has reported the incident to the insurers Zurich and will forward quotes for repairs when these have been received.

Cllr Mulholland has identified 5 possible suppliers to mend the windows.

Regarding security Cllr Mulholland said that for a CCTV solution it will cost about £400 to start up with a rolling cost of about £10 per month. This to be further discussed at the next PC meeting.

Cllr Mulholland also suggested that FPC might consider moving our paperwork to the Village Hall cellar, where the WH keep their paperwork, and to ask Dorothy Woods about renting some space.

The meeting closed at 21:05 pm

Both sets of minutes were reviewed and Cllr Wragg signed them both as true records.

b) S/2916/18/FL and S/2917/18/FL - Queens Head, Change of use application

Cllr Howe thought as he lives on Long Lane, he might have a conflict of interest. It was discussed, and the PC decided that he does not have a pecuniary or prejudicial interest in this item.

Cllr Burge said that the traffic is the main issue in this application. Cllr Bearpark said that as it is a listed building the renovations needs to be considered too.

Cllr Howe also said that the 2017 survey showed that between 8-9am, there are 159 vehicles in this area, and 94 one hour either side of that. So, traffic doubles around school drop off time.

	<p>The 7-day surveys commissioned by Fowlmere Parish Council in May 2016 and Sept 2017 showed a high volume of traffic passing Northbound or Southbound along Long Lane, approximately 1200-1300 vehicles per weekday, typically 15-30% of these travelling towards the Queen's Head were recorded as travelling at 36mph or more, in a 30mph zone. Figures for the other roads meeting Long Lane at the War Memorial were similar. In addition, the junction at the War Memorial is complex and dangerous, rights of way are unclear, and some satnav systems are known to be in error with regards to their implied statement of priorities.</p> <p>Clerk to ask SCDC if they have approached Cambridgeshire County Council Highways Department for traffic implications regarding this application and if so when they are expecting to have the Highways' response. FPC would like to see some evidence that the traffic situation has been considered and mitigations put in place. If this is not forthcoming, then FPC are minded to recommend refusal of this application. If additional information is received, then this item will be discussed again at next week's Planning meeting, so that a recommendation can be made to SCDC by 19 September.</p> <p>c) Neighbourhood Plan Cllr Mulholland said that producing a plan should help to prevent speculative development plans being submitted. It would be worth engaging reputable developers in the process and will give the villagers much more of a say in what is and what isn't wanted. Cllr Wragg said that some professional advice will be needed. Clerk to ask SCDC planning department for advice on where to begin.</p>	<p>Clerk</p> <p>Clerk</p>
<p>9.</p>	<p>ROAD SAFETY</p> <p>a) Speedwatch update Cllr Howe said that in recent Speedwatch sessions along Long Lane, 20% of vehicles were travelling at 35mph or above; the maximum recorded was 41 mph. Cllr Howe has arranged for more sessions to be held later this week.</p> <p>b) Casualty Reduction Support Fund Nothing to report at this stage.</p> <p>c) HGVs in village Cllr Howe said that we need to apply for an HGV restriction on Long Lane, Rectory Lane, Mill Road but we will need to write to various people including the Road Haulage Association. Cllr Howe to draft a letter to this effect.</p> <p>d) MVAS Our mobile speed indicator device is up and running, and has been moved to several locations the village. However, the data it generates are difficult to decipher. Cllr Burge offered to take a look.</p> <p>e) 30mph wheely bin stickers The price for 50 stickers from Smartwheelie has increased from £53.50 to £62.50 (a 17% increase). Clerk to find a cheaper source.</p> <p>f) Speed restriction signs The speed restriction signs going out of the village on the Thriplow Road need replacing, and the sign coming into the village on the Thriplow Road on the left-hand side needs to be repositioned about 18 inches to the right so that it can be seen by drivers approaching the village. Clerk to write to CCC Highways department.</p>	<p>Cllr Howe</p> <p>Cllr Burge</p> <p>Clerk</p> <p>Clerk</p>
<p>10.</p>	<p>TREES, GRASS AND HEDGES:</p> <p>a) Protected Verges The autumn cut has been carried out. The bill is £1080.00; see below. Clerk to mention this in the FaTN.</p> <p>b) Village Tree Work - Schedules B and C The quotes received so far were circulated to the Cllrs before the meeting, and was discussed in the Finance meeting (see item 6); the PC decided to go with Rob Watkin's quote along with</p>	<p>Clerk</p>

	<p>the work additional to that in the survey that Mr Watkins suggested. Clerk to notify Rob Watkins and mention the tree cutting in the FaTN.</p> <p>c) Community Orchard Two quotes have been received so far. The PC reviewed these in the Finance meeting – see item 6. Before committing to this work, Cllr Burge said that the PC need to consider what they are willing to invest in terms of time and money in getting the orchard up and running, and in maintaining it. This to be considered further in the October meeting. Other villages who have community orchards e.g. Orwell, Trumpington, Histon could be approached about what was involved in setting them up. It was also discussed whether a commercial contractor e.g. Hardys could be asked what it would cost to set up such an orchard.</p>	<p>Clerk</p> <p>All to note</p>
11.	<p>FPC NOTICEBOARD The wood above the Noticeboard on Swan house is falling down and is in need of repair. Cllr Mulholland will approach the proprietors about the situation.</p>	<p>Cllr Mulholland</p>
12.	<p>GDPR – plan for compliance Cllr Burge and Clerk to arrange a meeting to discuss a strategy for working towards compliance.</p>	<p>Cllr Burge / Clerk</p>
13.	<p>Handling of the Thriplow Triangle application Cllr Burge left the room at 21:04 as he had a conflict of interest in this item. Cllr Wragg explained that SCDC have decided to take the Thriplow Triangle planning application (S/4555/17/FL) to planning committee despite the fact that there is no conflict between Fowlmere PC's and the planning officer's recommendations. This set an unfortunate precedent. It was agreed that the PC would write to ask for an explanation for this action. Cllr Wragg to draft a letter for the Clerk to send to SCDC, along with a copy of FPC's minutes from 17 July. Cllr Burge re-entered the room at 21:18. Cllr Howe proposed that the PC should have a protocol to clarify how FPC conducts planning meetings in future. Cllr Mulholland and Cllr Wragg to work on this.</p>	<p>Cllr Wragg / Clerk</p> <p>Cllr Mulholland / Cllr Wragg</p>
14.	<p>FINANCE & GENERAL PURPOSES:</p> <p>a) Bills paid in August</p> <p>Bank transfers from Unity Trust Bank account RoSPA PlaySafety Ltd: £176.40 L Wragg (Padlock refund): £49.60 Hardy Landscapes - Grasscutting (July): £740.10 S W Gardens and Landscapes: £60.00 Seniorlink Eldercare (July): £99.78 K Byrne - Salary (July): £634.40 K Byrne - NEST (Pension Refund): £28.60 K Byrne - Telecoms refund: £29.13</p> <p>Direct Debit Payments (from Santander account) SCDC Trade Waste Collection (Chapel): £8.00 (paid by DD)</p> <p>b) Bills paid in Sept</p> <p>Bank transfers from Unity Trust Bank account Hardy Landscapes - Grasscutting (August): £1,480.20 S W Gardens and Landscapes: £30.00 Agriplant - Protected verges: £1,080.00 Fowlmere Village Hall - Pavilion Room Hire: £24.00</p>	

<p>Cambridge Water Business (Cemetery Water Rates - 2nd half): £49.10 Cambs Acre - Payroll fee (Jul-Sept): £43.20 Rob Watkins (Cemetery Tree work): £360.00 Seniorlink Eldercare (August): £99.78 L Wragg (Petrol refund): £15.30 K Byrne - Salary (August): £634.40 K Byrne - NEST (Pension Refund): £28.60 K Byrne - Telecoms refund: £25.78 Direct Debit Payments (from Santander account) SCDC Trade Waste Collection (Chapel): £8.00 (paid by DD)</p> <p>c) Insurance Claim (Butts Fence) Discussed in the Finance meeting – see item 6.</p> <p>d) Butts playground - seesaw / fence / RoSPA recommendations The Clerk has asked Dave Salmons for a quote to carry out the work from the RoSPA inspection. He has yet to respond. Clerk to chase.</p> <p>e) Donation to Fowlmere Friendship Club Christmas meal Mrs Woods contacted the Parish Council to see if they would be again willing to donate to the Friendship Club Christmas Dinner. Cllr Wragg proposed, Cllr Bearpark seconded, and all agreed to donate £250.00 as per last year to the meal. Clerk to arrange payment.</p> <p>f) FINANCE MINUTES FROM 17TH July 2018</p> <p style="text-align: center;">Minutes of the meeting of Fowlmere Parish Council Finance and General Purposes Committee held in the URC, Chapel Lane, Fowlmere Tuesday 17th July 2018 at 7:00 pm</p> <p>Present: Cllr P Burge (Chair), Cllr L Wragg, Cllr T Bearpark, Cllr S Mulholland, Cllr D Roberts and Cllr M Vinton</p> <p>Also in Attendance: Ms K Byrne (Clerk), Mrs D Woods and 20 others</p> <p>1) Apologies for Absence: Cllr C Howe and Cllr M Sunderland</p> <p>2) Election of Chairman / Vice Chairman Cllr Roberts proposed Cllr Burge as Chairman of the Finance Committee, and Cllr Wragg seconded this motion, there were no further nominations, and all agreed. Cllr Burge accepted the post. Cllr Roberts proposed Cllr Vinton as Vice-Chairman of the Finance Committee. Cllr Burge seconded this motion, there were no further nominations, and all agreed. Cllr Vinton accepted the post.</p> <p>3) Acceptance of Office Signing All documentation was signed and witnessed by the Clerk.</p> <p>4) Minutes of the Previous Meeting/Matters Arising: The Minutes were agreed at a previous PC Meeting.</p>	<p>Clerk</p> <p>Clerk</p>
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Matters arising - see Item 9 below.

5) Review of Income and Expenditure

Before the meeting, the Clerk had circulated the Bank Reconciliation spreadsheet for July to all the councillors. There were no concerns regarding income and expenditure.

6) Precept

The precept budget for 2019-2020 will be considered at the next finance meeting.

7) Trees, Grass and Hedges and General Purposes

a) Village Tree Work - Schedules B and C of Acacia survey

The next phase of the tree work is due to start this autumn. Cllr Burge said that schedules B and C of the Acacia survey should be carried out together, as the trees will be stressed due to the very dry weather we have been having recently. Cllr Roberts said that this should begin as soon as possible.

Clerk to remove the prices from the Acacia Survey and circulate to Cllr Wragg and Cllr Burge for their review. Clerk to then get 3 quotes for Schedule B and C work minus the Beech tree at Isons Close (T23) and the two pines in the Cemetery (T138 and T140).

Hardy Landscapes informed the Clerk that there would be no need to cut the village grass next week due to the dry weather. Instead Hardys suggested cutting back and tidying up in the round moat area, and cutting back growth on Ryecroft road. All agreed with this action.

b) Noticeboard Repair

The wood above the Village noticeboard on Swan House is falling down and in need of repair. Cllr Mulholland to speak to the proprietor at Sachins curry house to make them aware of the situation.

c) Butts fence

Following the car fire on 10 July several fence posts need replacing. Dave Salmons has quoted £180 to do this; however, the car owner should pay for it from their car insurance.

Clerk to draft a letter to the car owner and circulate to Cllr Roberts and Cllr Burge, and then send to the owner to get their car insurance details.

Separate to the fire-damaged posts, several posts along that edge of the Butts playground have been reported to be wobbling. Clerk to get a quote for the additional work.

8) Future Projects

a) Update on Village Hall Gym Equipment

To be discussed in the main PC meeting

b) Donation to Royston Community Transport

Cllr Roberts said that the service is available for residents in Fowlmere and we do not want it to be withdrawn. Therefore, when a request for a donation is received the council have pre-approved that £300 can be donated.

9) Other Matters

a) Unity Trust Bank

The Clerk has sent off the final paperwork for opening the account (six months of bank statements) and the account should be opened very soon.

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.

	<p>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>b) Accounting software RBS Rialtas software has been recommended by CAPALC and by Cllr Burge. It costs approximately £120 p.a. which includes support and expert assistance. However, a free trial is possible, so Cllr Burge suggested that we go ahead with the free trial before deciding on whether to purchase the package. Cllr Wragg, Cllr Burge and the Clerk will form a small working group to find out how the accounting software works and report back</p> <p>c) GDPR The government has introduced an amendment to GDPR that removes the requirement for local councils to have a Data Protection Officer, but we still need to comply with the requirements of GDPR. Cllr Burge and the Clerk will work on this together.</p> <p>10) Date of Next Meeting Tuesday 11th September 2018 (presumably at 7:00pm, prior to the PC Meeting) at the URC, Chapel Lane. The meeting closed at 19.18.</p> <p style="text-align: center;">*****</p> <p>The minutes were reviewed and Cllr Burge signed them both as a true record.</p>	
15.	<p>CORRESPONDENCE:</p> <p>a) Thriplow Road bus shelter (Mr Radley's email) Mr Radley had emailed the PC that he has noticed that the roofing felt on the Thriplow bus shelter has been ripped away. Clerk to ask Dave Salmons for a quote to repair it, and respond to Mr Radley.</p> <p>b) Trees near Sextons Cottage (Mr Perkin's email) Clerk to respond to Mr Perkin's regarding the tree cutting schedule – see item 10b).</p>	Clerk Clerk
16.	<p>ACTION LIST UPDATE:</p> <p>a) Repair of the wall at St Mary's Church Cllr Sunderland said that there will be a PCC meeting on Monday 1st October and somebody from St Mary's has been asked to "visit the County Archives to research PCC Minutes for an item concerning the ownership of the churchyard wall and whether the church or the Parish Council is responsible for its maintenance". Cllr Sunderland to report back to the PC following this meeting.</p> <p>b) Closed gate at the corner of the Butts playground Cllr Mulholland said that the area around the gate has been tidied up. The PC could offer to put some money towards providing a fence to guide people away from the moving vehicles. Cllr Wragg and the Clerk to draft a letter to Mr Sheldrick about this and present to the PC first.</p>	Cllr Sunderland Cllr Wragg / Clerk
17.	<p>OTHER MATTERS:</p> <p>The Emergency Plan that SCDC has recommended Parish Councils should prepare was briefly mentioned but this needs to be discussed further in the next meeting. Clerk to add to October's Agenda.</p> <p>The meeting closed at 21:45pm.</p> <p>The date of the next PC meeting is Tuesday 16th October 2018 at 7:30pm at the Pavilion Room, Fowlmere Village Hall.</p>	Clerk