

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE SCHOOL ROOM, UNITED REFORMED CHURCH, CHAPEL LANE
17TH SEPTEMBER 2013 AT 7.30 PM**

PRESENT: Cllr D Roberts (Chairman), Cllr T Bearpark, Cllr J Bottrill, Cllr P Flynn, Cllr M Sunderland
Cllr L Wragg and Mrs J Wright (Clerk)

IN ATTENDANCE: Mr Teasdale, Mr Parker

		Actions
1.	APOLOGIES FOR ABSENCE: Apologies were received from Cllr E O'Regan, Cllr J Peacock and Cllr N Webb	
2.	DECLARATION OF INTEREST IN AGENDA ITEMS: No items were declared.	
3.	MINUTES OF THE PARISH COUNCIL MEETING OF 16TH JULY 2013: The minutes were agreed and signed as a true record.	
4.	MATTERS ARISING: There are still concerns with the (lack of) enforcement at Dottrill Hall which will be passed to Cllr Topping. Cllr Wragg reported on item 6 (The Butts) and has made a correction to his Sat Nav and sent it off but obviously this is only one provider. The Ion Science planning application was acknowledged at SCDC as received but has not been on the agenda at the SCDC Planning Committee yet. The name 'The Triangle' is still under consultation at SCDC as a name for the new road. Cllr Roberts and Cllr Bearpark apologised for not being able to attend the Burial Board Meeting. Cllr Sunderland agreed to ask the church about how big they intend to have their new noticeboard as the PC could contribute. Or an alternative suggestion is on the wall of The Swan - Clerk to ask if they would allow it. The brickwork at the bottom of the Fowlmere Sign (at the end of Chapel Lane) needs some attention (re-pointing). Clerk to ask David Salmons.	Clerk Cllr Sunderland / Clerk Clerk
5.	COUNTY COUNCIL AFFAIRS: Cllr Topping attended the meeting and commented on the following issues: Dottrill Hall: Nothing has been heard back from the Enforcement Officers at SCDC, so he will chase that up as a priority. Mike Cooper has said that SCDC will maintain the pathway from Fowlmere to Thriplow. Cllr Wragg advised that the path/road needs to be cleaned afterwards as there are many thorns left. Cllr Topping also advised that there is a scheme for Cycle racks to be provided for schools and although the school is sorted, it may be of use to the VH - he will obtain details.	Cllr Topping Cllr Topping

	<p>PC's can bid for Highway Improvements. County will increase the pot of money and the deadline is a way off. Speeding is to be an agenda item at the next meeting.</p> <p>Long Lane needs additional 'refuges' for pedestrians - this is for further discussion at the next meeting. The current bay needs maintaining - Cllr Topping to mention to Mike Cooper.</p> <p>The PC has concerns of the credibility of SCDC maintaining the protected verges well, and at the required time as it is a specialist job. The PC will continue with their current contractor.</p> <p>There is no further news on the bus and the PC thanked County for providing a good leaflet which the PC delivered to every household.</p>	<p>Clerk</p> <p>Cllr Topping</p>
6.	<p>COMMUNICATION WITH THE VILLAGE:</p> <p>A) PUBLIC PARTICIPATION IN MEETINGS</p> <p>Cllr Roberts reported that this came from a question by Mr Teasdale about an additional stream of information to communicate with the village. The PC currently uses the actual meetings, the notice-board, the web-site, the Fowlmere and Thriplow News (and occasional leaflets for key issues) when communicating with the public. She is unaware of any other local Council that does anything in addition to this and her feelings are that an additional avenue is not needed as nothing 'different' can go on it, as the PC can only share the minutes etc once agreed. Cllr Roberts also feels that the PC is in danger of alienating residents who don't have a computer.</p> <p>Cllr Bearpark, Cllr Flynn are in agreement. Cllr Wragg said that nobody should be put at a disadvantage and leafleting is a good way of reaching <i>everyone</i> on key points.</p> <p>The web-site could have a series of links to the SCDC web-site ie planning and the text from the FATN could be on a new notice-board. The PC will improve what they offer via the notice-board but an inner circle mailing list would present more problems.</p> <p>Cllr Roberts would like to tighten up the public participation part of the meeting as sometimes the PC cannot provide the necessary answers to public questions without some research and especially if large numbers attend. At SCDC Full Council, questions need to be sent in, in writing, in advance. In SCDC Planning Meetings there is a 3 minute time limit as well.</p> <p>If there are specific questions it is helpful to receive them in advance as they can be researched and put in the agenda by sending them in writing/e-mailed to the Clerk a week before the meeting - this needs to be added to the agenda as a standard line.</p> <p>This of course does not stop people coming to comment or prevent last minute 'emergency' issues.</p> <p>The time limit would be trialled as five minutes, to see how it works. A conversation afterwards can take longer than a few minutes and can run on.</p> <p>The PC meeting is for the villagers of the parish but Cllr Roberts questioned how this affects non-residents from the village. And should participation be restricted to just residents? This needs guidance from SCDC. Cllr Wragg said this has implications on a resident's vote for example. Clerk to ask SCDC</p>	<p>Clerk</p> <p>Clerk</p>

	<p>Cllr Roberts proposed to improve what the PC offers via an additional notice-board and to trial a 5 minute time limit if required - all agreed.</p>	
<p>7.</p>	<p>PLANNING COMMITTEE: A) PLANNING MINUTES FROM 16TH JULY & 3RD SEPTEMBER 2013:</p> <p>MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE SCHOOL ROOM, UNITED REFORM CHURCH, CHAPEL LANE, FOWLMERE ON TUESDAY 16TH JULY 2013 AT 7:15PM</p> <p>PRESENT: Cllr D Roberts (Chairman), Cllr T Bearpark, Cllr J Bottrill, Cllr P Flynn, Cllr E O'Regan, Cllr J Peacock, Cllr M Sunderland and Mrs J Wright (Clerk)</p> <p>APOLOGIES: There were apologies from Cllr Webb and Cllr Wragg</p> <p>IN ATTENDANCE: Mr Teasdale, Mr & Mrs Hollway</p> <p>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.</p> <p>2. S/1299/13/FL Replacement outbuilding inc garage, bedroom, bathroom Field House, Thriplow Road, Fowlmere Mr and Mrs R Hollway</p> <p>The Parish Council have no objections, it is not detrimental to the area, it will be an improvement to a historic listed building and it will not overshadow or impinge on neighbouring properties.</p> <p>3. S/1276/13/DC - For Information Only - Revised Plans Received Discharge of conditions 6 (parking and turning), 7 (foul water drainage) and 8 (surface water drainage) of planning permission reference S/2521/11 Deans Farm, Shepreth Road, Fowlmere, SG8 7TG Louise Theobald, Acorus</p> <p>The Parish Council noted the correction</p> <p>4. S/1048/13/FL - For Information Only - Permission Granted Two storey extension to dwelling Robin Cottage, Long Lane, Fowlmere, SG8 7TA Mr and Mrs James and Fiona Kidd</p> <p>The Parish Council noted the decision.</p> <p>5. Other Matters and Updates Other Matters and Updates <i>(for information only)</i></p>	

There was nothing further for discussion.

The meeting closed at 7:25pm

**MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE
HELD IN THE DOROTHY PLUCK ROOM, ST MARY'S CHURCH, FOWLMERE ON
TUESDAY 3RD SEPTEMBER 2013 AT 7:00PM**

PRESENT: Cllr D Roberts (Chairman), Cllr J Bottrill, Cllr P Flynn, Cllr J Peacock,
Cllr M Sunderland, Cllr L Wragg and Mrs J Wright (Clerk)

APOLOGIES: There were apologies from Cllr T Bearpark, Cllr E O'Regan and Cllr N
Webb

IN ATTENDANCE: There was no one in attendance.

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.

2. C/11/40/029

Application to undertake work on trees situated within a Conservation Area.

5 Aldous Court, Fowlmere

Mrs L Mawson

The Parish Council has no objections but requires a replacement as specified, in accordance with the Tree Officers' views from SCDC.

3. S/1638/13/FL

Application for a new planning permission to replace extant planning permission reference S/0964/10/F

Sparrows Lodge, Green Lane, Fowlmere, SG8 7QP

Dr Nigel Ramsden

The Parish Council has no objections to this application

4. S/1299/13/FL - For Information only - permission granted (with amendments)

Replacement outbuilding inc garage, bedroom, bathroom

Field House, Thriplow Road, Fowlmere

Mr and Mrs R Hollway

The Parish Council noted the amendment and decision

5. Other Matters and Updates

Other Matters and Updates *(for information only)*

Cllr Roberts asked for an 'Update on the Chequers and Queen's Head' to be included as well

as 'Public Participation' on the main PC agenda for September.

Cllr Roberts has received a draft design statement re the development of the Chequers which can be viewed at the next meeting but it is for information only as it is not yet a formal planning application.

Cllr Bottrill asked for 'Trees at The Green (High Street)' to go on the next agenda.

The meeting closed at 7:30pm

The minutes were agreed and signed.

B) THE CHEQUERS AND THE QUEEN'S HEAD

Cllr Roberts has received, as District Cllr, information concerning possible plans for the Chequers, reopening as a public house / possible shop / possible bed and breakfast. The Clerk will keep it on the files as it is not for discussion until it becomes a formal planning application. Cllr Roberts has not responded to it and SCDC has a copy. The Conservation Officer at SCDC has said that building at the rear of the property has not been allowed in the past.

The Queen's Head has been sold and work is taking place there which is good progress.

The Meeting was then opened to members of the public.

Mr Teasdale asked about the VH. Cllr Wragg reported that the Sports and Social club returned the signed but amended agreement. A letter has been sent back with some amendments adopted, although some they have suggested are unacceptable but things are progressing.

Mr Teasdale also asked about the availability of the minutes which have not been returned from SCDC (ref Thriplow Triangle Affordable Housing Allocation) taken by Uzma Ali. They need to be circulated - the Clerk to chase. There is a financial shortfall of about £100,000 to have all as 'rental only' units which is why 50% are part-buy. The HA said that Government grants have simply dried up. They, the Housing Association, feel that 5 part buy units would be achievable. They will also arrange for a site day, along with a financial advisor present. The PC expressed their disappointment but there were no other options for progression. The minutes could be shared once obtained.

Mr Teasdale would like the villagers to be more involved in community matters which is his reason for asking the PC to share more information and this view is shared by Mr Parker who attended the meeting. He said that 'push' mechanisms are better than a 'passive' involvement. It makes sure everyone is in contact but appreciates that the decision has been made but perhaps this could be revisited at a later date. If there was a high rate of e-mail usage in the village it would give the PC a better platform for sharing information that way.

It was mentioned that the Thriplow network is very good but an external volunteer really needs to be in place to maintain this level of community inclusion.

Clerk

8.	<p>BURIAL BOARD: A) BURIAL BOARD MEETING</p> <p>It was suggested that more could be used of the Chapel building, after all it has light and heat. The PC would save money if meetings were held there.</p> <p>The building is secure and watertight now following work to the roof but it needs a final spring clean to smarten it up and a date needs to be arranged, PC members to bring mop, bucket, dusters etc.</p> <p>A free standing shelving unit should be purchased to hold PC work, which could accommodate plastic boxes (instead of the flimsy cardboard boxes) with lids to keep paperwork in. Dave Salmons could assemble the shelves and attach to the wall for support.</p> <p>Agreement was reached as to how far plots could be used along the lhs of the Chapel (Mill Road) creating a much wider path under the trees to avoid the roots when digging. It was suggested taking plots to the line of the rear of the chapel. This would then be match on the rhs of the Chapel, but they would be sold as half plots for cremated remains.</p> <p>It was suggested that a time limit is set (3-5 years?) for selling plots as 'reservations' in the existing cemetery. The date needs to be well advertised. After that time, the existing cemetery should be filled up with 'immediate' burials', with reservations going into the extension in order to fill up the existing lhs to match the completed look of the existing rhs.</p> <p>There is currently a reservation along the far rhs of the cemetery which is very near to large tree roots and whilst nothing can be done to alter this booking (made several years ago) there are other alternatives which could be suggested and need further discussion.</p> <p>A pathway was identified for linking the new extension to the existing. It will mean access is over a grave which is unmanned, with no headstone, that is over 80 years old. It was suggested linking the two area with a small sloped ornamental bridge. This means the tree-roots aren't disturbed which are currently growing on a ridge above ground level and yet still providing a ramped access for people, rather than steps.</p> <p>It was suggested that the new extension is planned in stages. The main path to run from the gate to the far end, along the canopy of the trees. The first stage to be nearest to the gate, with the stones facing the same way as the existing cemetery, formed in blocks of five plots by 5 rows and then a pathway and only under agreement of the PC is the 2nd stage released (another 5 plots by 5 rows) etc, working along the length of the extension.</p> <p>It was suggested that the new cemetery does not use tree planting in the same way as the existing cemetery, to avoid the problem of the root system. Instead, the hedge that is now well settled could be allowed to grow to a reasonable height to provide some shade and wind cover and planted rose-beds could provide added interest.</p> <p>It was suggested to seek advice from Lamorna re planting. Cllr Sunderland also suggested a new area for cremated remains is included.</p> <p>All of this discussions are at an early stage and will continue over the coming months.</p>	<p>Clerk / all</p> <p>Clerk</p> <p>Clerk</p>
9.	<p>TREES, GRASS AND HEDGES: A) TREES AT THE GREEN</p> <p>Several Cllr's have commented on the fallen branches from the trees at The Green, High Street. They have been moved to the side, against the boundary but it is obvious that tree maintenance needs to happen. The Clerk to write to say that in the view of what has occurred please could they have the trees surveyed (those those bordering his property and any public areas) as some branches have come down in a public area and could cause a serious</p>	<p>Clerk</p>

	<p>accident.</p> <p>Protected verges - it is now appropriate to cut the verges and a working party (to be organised by Phil Ricketts) to clear the arisings. Mill Lane needs more attention than the road to the A505. Clerk to find out the date for the next cut and thank SCDC but say that Fowlmere will continue to maintain it. Clerk to also put an update in the FATN and keep Phil Ricketts informed.</p> <p>Cllr Roberts to ask Mr Onslow for advice on taking the arisings, and also Mr Salmons Snr.</p> <p>The Clerk to continue with allocating gardening / maintenance work within the village.</p> <p>Cllr Wragg to look at the work on the Moat and it is to go on the October agenda for decision and progression.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Roberts</p> <p>Clerk</p> <p>Clerk</p>
10.	<p>FINANCE AND GENERAL PURPOSES:</p> <p>a) SKATEPARK ENQUIRY:</p> <p>Mrs Lucas was not at the meeting to discuss this further as planned. The Clerk had sought opinion from several other Parish Councils and also spoken to the Village Hall but as momentum seemed lacking in the village it was agreed that there would be better ways of supporting older children in the village, such as outdoor gym equipment / Table Tennis table, which would be achievable with current funds. Clerk to investigate the cost.</p>	<p>Clerk</p>
11.	<p>CORRESPONDENCE</p> <p>The correspondence list was noted.</p> <p>It was agreed to support the request from SCDC for planting wildflowers in two places in the village (Clerk to mention this in the FATN).</p> <p>It was agreed to put the Fowlmere Map on the Finance Agenda for agreement and progression.</p> <p>It was also suggested a reminder is made in the next FATN for residents to secure properly, oil tanks etc over the winter months.</p> <p>In response to a request for a resident who has asked to be reimbursed for a chipped plastic trough in his garden following fallen detritus from a tree in the Moat, the PC ask that he makes a formal written application to the Finance Committee of the PC, with evidence of the value of a like-for-like replacement and a brief statement of the reason for seeking the payment..</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12.	<p>ACTION LIST UPDATE:</p> <p>The action list was updated accordingly.</p>	
13.	<p>OTHER MATTERS:</p> <p>A) UPDATE ON DUXFORD</p> <p>Cllr Wragg was unable to attend the last meeting so there is nothing to report.</p> <p>The date of the next PC meeting is Tuesday 15th October at 7:30pm at the Chapel (with a short Finance Meeting beforehand).</p> <p>The meeting closed at 9:30pm</p>	