

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE
TUESDAY 16TH MAY 2017 AT 7:30 PM**

PRESENT: Cllr L Wragg (Chairman), Cllr C Howe, Cllr D Roberts, Cllr M Sunderland, Cllr S Wells, Cllr P Burge (part), Cllr S Mulholland (part) and Mrs J Wright (Clerk).

IN ATTENDANCE: Mr Steve Mulholland, Mr Peter Burge, Mrs Dorothy Woods, Mrs Pat Flynn, Mr Richard Pile

		Actions
1.	APOLOGIES FOR ABSENCE: There were apologies for absence from Cllr T Bearpark, Cllr M Vinton.	
2.	DECLARATION OF INTEREST IN AGENDA ITEMS: There were no declarations	
3.	ELECTION OF CHAIRMAN [Cllr Wragg vacated the chair.] Cllr Roberts proposed Cllr Wragg as Chairman, saying he has been an excellent Chairman over the past year. Cllr Sunderland seconded this motion, there were no further nominations and all agreed. Cllr Wragg accepted the post, and resumed the chair.	
4.	ELECTION OF VICE CHAIRMAN Cllr Wragg proposed Cllr Roberts as Vice-Chairman. Cllr Howe seconded this motion, there were no further nominations and all agreed. Cllr Roberts accepted the post.	
5.	ELECTION OF COMMITTEES / REPRESENTATIVES Chairman of Planning - Cllr Roberts was proposed by Cllr Sunderland, seconded by Cllr Howe. There were no further nominations and all agreed. Cllr Roberts accepted. Vice-Chairman of Planning - Cllr Bearpark was proposed by Cllr Roberts, seconded by Cllr Wragg. There were no further nominations and all agreed. Cllr Bearpark would be contacted after the meeting. Chairman of Finance - Cllr Sunderland was proposed by Cllr Roberts, seconded by Cllr Wragg. There were no further nominations and all agreed. Cllr Sunderland accepted. Vice-Chairman of Finance - Cllr Wragg was proposed by Cllr Howe, seconded by Cllr Roberts. There were no further nominations and all agreed. Cllr Wragg accepted. Chairman of Burial Board - Cllr Roberts was proposed by Cllr Wragg, seconded by Cllr Howe. There were no further nominations and all agreed. Cllr Roberts accepted. Deputy Chairman of the Burial Board - Cllr Vinton was proposed by Cllr Wragg, seconded by Cllr Sunderland. There were no further nominations and all agreed. Cllr Vinton would be contacted after the meeting. All Cllrs agreed to be on both Planning and Finance Committees and the Burial Board as required.	
6.	ACCEPTANCE OF OFFICE SIGNING All documentation was signed and witnessed by the Clerk – Cllr Bearpark and Cllr Vinton to sign at the next meeting.	Clerk
7.	ACCEPTANCE OF NEW COUNCILLORS Steve Mulholland and Peter Burge completed all the necessary paperwork to become Parish Councillors, with Cllr Mulholland to provide his completed Register of Member's Interests after the meeting.	Cllr Mulholland

8.	<p>MINUTES OF THE PARISH COUNCIL MEETING OF 18TH APRIL 2017: The minutes were agreed and signed as a true record.</p>	
9.	<p>MATTERS ARISING: There were no matters arising not covered in the agenda.</p>	
10.	<p>COUNTY COUNCIL AFFAIRS: Cllr Topping attended the meeting and gave this report:</p> <p><i>“County Council elections were held on May 4th. There are now 61 county councillors, down from 69 before the election, because of boundary changes prescribed by the Electoral Commission in London.</i></p> <p><i>I am grateful to the residents of Fowlmere for voting to re-elect me: turnout in the Duxford division was 46%, one of the highest in the county. The division is now a very large rural division of some 12 villages, ranging from Shepreth in the west to Pampisford in the east, and extending as far south as Ickleton and the Chishills. Fowlmere is roughly in the middle.</i></p> <p><u>Road and rail</u></p> <p><i>A505 safety issues. Following a meeting I attended with representatives from parish councils along the A505 with county road safety officers and MP Heidi Allen, I suggest that the parish council joins me in writing to Graham Hughes, the head of highways and infrastructure at the county council seeking next steps action and proposing that a working group of parish councils, plus highways officers, is set up so that the ideas put forward at that roadside meeting are taken forward. I have asked the other parish councils to do this too. Once I know who is the new chair of the highways committee at the county council I will get him or her to endorse this.</i></p> <p><i>I suggest that the parish council seeks an early meeting with highways to establish when the new speed safety measures along Long Lane will be put in place. This follows on from the success of the bid by the parish council under the minor highways initiative. It is best to get this programmed into the highways work schedule early.</i></p> <p><i>I attended the Duxford IWM Forum meeting on Weds 10 May. The parish councils and the IWM discussed how best to respond to the proposals for a 24/7 motorway service station alongside the M11.</i></p> <p><i>LED lighting Some parish councils have expressed interest in working with SCDC on seeing how streetlights might be converted to LEDs – there is an upfront capital cost to the conversion work, but the energy savings thereafter are high. The district council is developing a business plan on this to see if it can be viable.</i></p> <p><i>I must apologise to the parish council that I have not secured a date for a meeting with the county surveyor regarding the land near the school. I will give this my attention having had a short break after the county elections.”</i></p> <p>A) MEETING OF CLEARANCE OF CCC LAND NEAR SCHOOL CAR PARK/BUTTS PEDESTRIAN GATE The date will be fixed with Cllr Topping,</p> <p>Cllr Topping arrived at 20:30 and Cllr Wragg welcomed him back in position.</p>	Cllr Topping

	<p>He suggested FPC writes to Graham Hughes re A505 – about a working group being set up.</p> <p>Clerk to email again (Evan - Peter Taylor's boss) re getting the speed indicating flashing sign after the successful CCC bid. Cllr Topping to provide contact.</p> <p>Re PCC - Cllr Burge said not to make it an operational issue, but to make it a strategic issue. There is the Casualty Reduction Support Fund and we could make a business case application. Cllr Topping – could it be sold to him as a pilot.... Cllr Topping would support the advantages of this.</p>	<p>Cllr Wragg</p> <p>Cllr Topping/ Clerk</p> <p>Agenda</p>
11.	<p>DISTRICT COUNCIL UPDATE:</p> <p>Cllr Roberts is very concerned about the way planning matters in this village are seemingly being dealt with at this time and Cllr Wragg and Cllr Roberts have a formal meeting tomorrow (17.5.17) with SCDC. This is the second visit in a month.</p>	
12.	<p>ANNUAL VILLAGE MEETING</p> <p>A) REVIEWING POINTS ARISING FROM THE MEETING</p> <p>There was very good attendance with a very constructive atmosphere. There is no further information on a shop at the Chequers.</p> <p>B) REVIEWING PROCEDURES ASSOCIATED WITH THE MEETING</p> <p>No changes required but there could be more advance publicity. Cllr Burge - More use of FaceBook and posters.</p> <p>The meeting was opened for questions from members of the public and press.</p> <p>Dorothy Woods – play equipment at the VH – the suppliers of the surfacing had upped their price however the revised price was still under £15,000 at £14,260.05, plus Dave Salmon's fee of £175.00 The order needs to come from FPC.</p> <p>Mrs Flynn – what's happening with the phone box. Clerk to ask BT to remove it.</p> <p>The meeting was then closed to members of the public and press.</p>	<p>Clerk</p> <p>Clerk</p>
13.	<p>BURIAL BOARD</p> <p>A) RESERVED PLOT PURCHASES</p> <p>It was agreed that a Burial Board Meeting should be held – 7:00pm on Tuesday 20th June.</p> <p>Hardys have installed the fencing on the Shepreth Road side.</p> <p>Cllr Burge – on the extension side, some of the trees have died and perhaps they <i>don't</i> need replacing to avoid future problems of space loss due to tree roots.</p>	All
14.	<p>VILLAGE HALL:</p> <p>A) CHANGING ROOM REFURBISHMENT</p> <p>Re Planning Permission – Mrs Woods has spoken to SCDC and then wrote to them on 28th April but has not had an acknowledgement or reply yet. Cllr Roberts to follow this up at their meeting</p> <p>The architect has been asked to prepare full plans and submit to building control.</p>	Cllr Roberts
15.	<p>PLANNING COMMITTEE</p> <p>A) UPDATE ON MEETING WITH SCDC PLANNING OFFICERS</p> <p>This has already been covered previously in the agenda.</p>	
16.	<p>ROAD SAFETY</p> <p>A) SPEEDWATCH UPDATE</p>	

	<p>Cllr Howe reported we are taking delivery of the speed-watch kit tomorrow (17.5.17), then some training sessions need to be held – morning rush-hour.</p> <p>The issue of excessive HGVs going through Fowlmere came up in the Village Meeting – Cllr Howe – we have the criteria for restricting road usage, which we will go through further (taking the tunnel in the High Street into consideration too). Cllr Burge to be included too.</p> <p>Cllr Wragg to prepare a draft letter to go to Mr Ablewhite, which he will recirculate to all Cllrs via email.</p> <p>Cllr Burge - the Rodborough camera has been replaced by a speed camera, but they could provide some interesting data. Spexhall Council in Suffolk are also trialling the same technology from March 2017, which could be interesting.</p> <p>Cllr Wragg to share the spreadsheet of data to Cllr Mulholland and Cllr Burge.</p>	<p>Agenda</p> <p>Cllr Wragg</p> <p>Cllr Wragg</p>
17.	<p>TREES, GRASS AND HEDGES:</p> <p>Re damaged tree in Dovehouse Close. Clerk to check if it's on our side but remove altogether if it is, or pass to SCDC if it is not. Proposed by Cllr Sunderland, seconded by Cllr Roberts, all agreed.</p> <p>Savile Way – it needs a bit of weeding but is being properly maintained. A local resident has chopped some overhanging branches down which need clearing. Clerk to look and bring it to the attention of the contractors for when they next visit there.</p> <p>Hardys to be asked to cut back any overhanging trees which re PC owned as they have been asked to do in previous years. The trees opposite the Moat will be done in 2018 – Clerk to reply to request.</p> <p>Protected verges have been cut, there is a lot of rubbish – Cllr Roberts to see about rubbish clearance via SCDC.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk Clerk</p> <p>Cllr Roberts</p>
18.	<p>FINANCE & GENERAL PURPOSES:</p> <p>A) CHEQUES PAID</p> <p>J Wright – telecoms refund: £24.55 J Wright – Nest Pension Refund: £3.26 Seniorlink Eldercare (April 17): £76.02 Hardys Grass-cutting - £1437.09 (incl VAT) J Wright Salary £667.79, £1.80 to HMRC Cambridgeshire Acre Annual Membership - £54.00 Nick Schonken - Web domain name and hosting - £34.80 Rospa Inspection Fee - £184.80 J Wright Toner, hazard tape, laminated pouches, refreshments for Village Meeting - £101.86 Zurich Annual Insurance - £855.99 Money in – Precept (1st 6 months) - £18027.50, Clunch pit rent £1 (cash)</p> <p>B) FINANCE MINUTES FROM 18TH APRIL 2017</p> <p>Minutes of the meeting of Fowlmere Parish Council Finance and General Purposes Committee held in the School Room, URC, Chapel Lane, Fowlmere Tuesday 18th April 2017 at 7:20 pm</p> <p>Present: Cllr L Wragg (Deputy Chairman), Cllr D Roberts, Cllr M Vinton and Mrs J Wright (Clerk).</p> <p>Also in Attendance: Mrs Dorothy Woods, Mrs Pat Willis, Mr Steve Mulholland, Mr Peter Burge</p> <p>1. Apologies for Absence: Cllr M Sunderland, Cllr T Bearpark, Cllr C Howe, Cllr S Wells</p>	

2. Minutes of the Previous Meeting/Matters Arising:

The Minutes were agreed at a previous PC Meeting

3. Review of Income and Expenditure

a) Update on the Audit

Cllr Wragg proposed, Cllr Vinton seconded and all agreed to support the Annual Financial Statement 2016-17 as prepared by J Wright (Parish Clerk/Financial Officer)

b) Request from Melbourn Village College

To carry over to the next meeting

c) Parish Church Lighting

The PC has donated £210 towards the cost of lighting St Mary's at night to help with security.

4. Precept

There is nothing to do at this stage.

5. Trees, Grass and Hedges

a) Tree work

Phase 1 of the tree work has now been completed in the village by Rob Watkins and he has invoiced £4390.00 (with no VAT).

There is a tree overhanging the white wall by the Fire Engine Shed – Clerk to report to Martin Sheldrick to have it removed.

b) Repair work to Bus Shelters/Fire Engine Shed

Maintenance work has now been completed by Dave Salmons and he has invoiced £680.00

A sign should be purchased upon completion.

c) Cemetery Hedge Work.

Hardys have quoted as follows (and this has the support of Cllr M Sunderland who is not able to attend today)

1. All on Long lane
2. spray gaps off
3. clear low branches and twigs off hedge row and yew trees
4. supply and erect 1m ht pailing fencing supported with posts in gaps
5. prepare and plant in Oct 2017 container grown thorn hedging
6. mulch with compost to hold moisture in

Price £689.00 plus VAT

Cllr Roberts proposed, Cllr Vinton seconded and all in favour of progressing. Clerk to contact Martin Hardy.

6. Future Projects

a) Village Hall Play Equipment

We may be able to obtain a more competitive quote from Wicksteed/Hags who currently have a 20% discount on their new brochure but Mrs Woods already has negotiated a good discount.

Dave Salmons has quoted £195 for removing the old equipment.

20	<p>ACTION LIST UPDATE: The action list was updated accordingly.</p> <p>A) IDEAS FOR IMPROVEMENTS TO VILLAGE LIFE Cllr Burge – Could we have a Fowlmere Festival, Bar/BarBQ/barrel race. Cllr Burge to see if he can raise some interest?</p> <p>Cllr Roberts – the idea of a water fountain on the Butts has been raised which she'll look into further.</p> <p>It was noted the Millennium tree is coming into leaf but an eye should be kept on it..</p> <p>B) WEBSITE UPDATE 3 quotes have been obtained. Cllr's to look at the one suggested and if there are no reservations in a week, then this can be started (Jo Asquith - £350.00)</p>	<p>Agenda / Cllr Burge</p> <p>Cllr Roberts</p> <p>Clerk</p>
21	<p>OTHER MATTERS: Cllr Sunderland had been asked by the church to see if the PC knew who owned the wall at the rear of St Marys/Savile Way – not the PC. The church is also very grateful for the PC's donation towards electricity for keeping the church security lights on longer at night.</p> <p>The meeting closed at 21:42pm.</p> <p>The date of the next meeting is Tuesday 20th June 2017 at 7:30pm at the URC, Chapel Lane, with the Burial Board before that at 7:00pm</p>	