

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD  
IN THE SCHOOL ROOM, UNITED REFORMED CHURCH, CHAPEL LANE  
**19TH MAY 2015 AT 7.30 PM**

PRESENT: Cllr L Wragg, (Chairman), Cllr T Bearpark, Cllr C Howe, Cllr J Peacock, Cllr D Roberts  
and Mrs J Wright (Clerk)

IN ATTENDANCE: Mr A Neal, Mrs S Crowther, Mr Anderson, Mr J Bottrill, Mrs D Woods.

		<b>Actions</b>
1.	<b>APOLOGIES FOR ABSENCE:</b> There were apologies for absence from Cllr Sunderland and County Cllr, Peter Topping	
2.	<b>DECLARATION OF INTEREST IN AGENDA ITEMS:</b> No items were declared.	
3.	<b>ELECTION OF CHAIRMAN</b> Cllr Roberts proposed Cllr Wragg as Chairman, saying he has been an excellent Chairman this year. Cllr Howe seconded this motion, there were no further nominations and all agreed. Cllr Wragg accepted the post.	
4.	<b>ELECTION OF VICE CHAIRMAN</b> Cllr Wragg proposed Cllr Roberts as Vice Chairman, saying she had been very supportive the previous year. Cllr Bearpark seconded this motion, there were no further nominations and all agreed. Cllr Roberts accepted the post.	
5.	<b>ELECTION OF COMMITTEES / REPRESENTATIVES</b> Chair of Planning - Cllr Roberts was proposed by Cllr Wragg, seconded by Cllr Howe . There were no further nominations and all agreed.  Vice-Chairman of Planning - Cllr Peacock was proposed by Cllr Roberts, seconded by Cllr Howe. There were no further nominations and all agreed.  Chairman of Finance - Cllr Sunderland was proposed by Cllr Wragg, seconded by Cllr Peacock. There were no further nominations and all agreed.  Vice-Chairman of Finance - Cllr Wragg was proposed by Cllr Howe, seconded by Cllr Bearpark. There were no further nominations and all agreed.  All Cllrs agreed to be on both Planning and Finance Committees and the Burial Board as required.	
6.	<b>ACCEPTANCE OF OFFICE SIGNING</b> All documentation was signed and witnessed by the Clerk.	
7.	<b>ACCEPTANCE OF NEW COUNCILLORS</b> All documentation was signed and witnessed by the Clerk.  The Clerk had double-checked the position with SCDC to ensure that Mrs Crowther could be co-opted after the election, and it in order. Cllr Crowther accepted the position and was welcomed to the Council.	
8.	<b>MINUTES OF THE PARISH COUNCIL MEETING OF 21ST APRIL 2015:</b> The minutes were agreed and signed as a true record, with a correct date change!  <b>A) REVIEW / AGREEMENT OF CODE OF CONDUCT, STANDING ORDERS, ASSET REGISTER AND RISK ASSESSMENTS FOR THE ANNUAL MEETING</b>	

	Cllr Peacock proposed and Cllr Roberts seconded and all agreed (other than Cllr Crowther who had not been present at the meeting as a Cllr.)	
9.	<p><b>MATTERS ARISING:</b></p> <p>The vacancy at The Triangle has been filled by a Fowlmere village family with children at the school.</p> <p>The tree at Jackson's Way has been removed, and the Council recorded its thanks to Salli Roskilly for her organisation of this.</p>	
10.	<p><b>COUNTY COUNCIL AFFAIRS:</b></p> <p>Cllr Topping was unable to attend the meeting but sent the following report:</p> <p><i>"I'm doing a review this week in an underground room near the Treasury. I may not be able to attend this evening so here is a very brief report: if there is anything else you were awaiting an update on please email me back!</i></p> <p><i>1. The County Council Has secured funding to enable those premises that can't currently order better broadband. These are known as "not spots" as opposed to "hot spots". Ho-ho.</i></p> <p><i>Anyway, Planning is now underway for this follow-on phase of the fibre broadband rollout programme to be delivered from spring 2016. If you contact your service provider (ie BT or AOL or whoever) and ask for a Fibre based package to deliver superfast broadband, if they reply that it isn't available in your location, then you may be in a not-spot.</i></p> <p><i>You need to email Connecting Cambridgeshire (copied to me optionally as Broadband Champion please) with the post code and they can add it to list of places where they need to boost the connections. But you do have to talk to your service provider first!</i></p> <p><i>2. The Boundaries Commission has published its recommendations for Cambridgeshire county council with the aim of reducing the number of councillors. So far as Fowlmere is concerned the county council division of Duxford would shift to the west slightly to take in Foxton and also Points south of the A505. Any comments need to be Sent in the next month to the boundaries commission."</i></p> <p>Cllr Roberts asked the Clerk to circulate the documentation by e-mail. Clerk to contact Foxton to let them know our approach.</p> <p><b>A) TRAFFIC SURVEYS</b> This is to be carried forward to next meeting.</p> <p><b>B) ROAD SURFACES</b> The dip by the school needs to be reported (Clerk).</p> <p>The dip in road by The Swan has now been reported. The owners of the two houses at either end of the tunnel are De Wolfe and Mr Sheldrick.</p> <p>It was suggested that Subterranea Britannica come and look at the tunnel - Clerk to put on next agenda.</p>	<p>Clerk</p> <p>(Clerk)</p> <p>Clerk</p> <p>(Clerk)</p>
11.	<p><b>ANNUAL VILLAGE MEETING</b></p> <p><b>A) REVIEWING POINTS ARISING FROM THE MEETING</b></p> <p>Cllr Roberts - Thanks were given to the Clerk for organising the food for the annual meeting and for welcoming attendees. Sadly the wish of the PC to make it a more pleasant arrangement had not appreciated by all, and it was treated as an event to brow-beat the</p>	

	<p>members of the Council, with no words of any appreciation for what has been a lot of hard work over the last year. The PC has an obligation to comply with certain regulations/guidelines etc and felt it was a disappointment for all hardworking Fowlmere Parish Councillors. Cllr Roberts would recommend the minutes remain draft until the next meeting and are only then put forward into the public domain and keep the meeting more business-like.</p> <p>Cllr Bearpark asked about the complaints procedure and suggested that Cllr Wragg invites people to go through the proper channels at such meetings if they have a grievance and this would be part of the standing orders (section 77 of the model standing orders). But it has to be a breach, not just a dislike of a decision. This should avoid some of the confrontations.</p> <p><b>B) REVIEWING PROCEDURES ASSOCIATED WITH MEETING</b></p> <p>Cllr Roberts would like minuted that at the Annual Parish meeting she was accused of lying about a cost decision on the Dean's Farm appeal application where the appellant declared all costs were received by him. Cllr Roberts had expressed her doubts that from her memory of the case. The decision of the planning inspector was circulated at this meeting to show that the costs were not awarded to Mr Deans (quote reference number). Cllr Wragg said this was a very unsatisfactory, and asked the Clerk to attach a copy of the document of the planning inspector's decision to the minutes.</p> <p>The PC needed to look at how the evening runs. Cllr Wragg has done some research and there are guidelines set within Standing Orders and some basics could be added - it is a village meeting not a PC meeting. A draft of a new insertion should be prepared for the next meeting. Advance warning of any questions on the flyer - put on the next agenda.</p>	<p>(Clerk)</p> <p>Cllr Wragg (Clerk)</p>
12.	<p><b>DISTRICT COUNCIL UPDATE</b></p> <p>Cllr Roberts reported that a planning application in Foxton for 95 houses was refused at SCDC (unanimous) - the village was surveyed and 2 public meetings were held, with a 60% response with a 95% response for the PC to fight for a refusal - there was strong feeling it would 'destroy the village'.</p>	
13.	<p><b>SUSTAINABLE PARISH ENERGY PARTNERSHIP EVENT</b></p> <p>Cllr Peacock circulated the documentation from the meeting to all Cllr's with an idea for a meeting in the Autumn.</p>	
14.	<p><b>PLANNING COMMITTEE</b></p> <p><b>a) HOUSING NEEDS SURVEY</b></p> <p>The Clerk asked to resend he re-mail to Uzma Ali at SCDC</p> <p><b>The meeting was opened, and then closed to members of the public and press</b></p> <p>Mr Anderson - wool is used as insulation and it is very ecological and should be considered in lines with sustainability. Cllr Crowther asked if it affects asthma but it is likely to be the colouring or lanolin, not the wool, which is the issue. Lanolin can be removed. Some houses have circulated air which can acerbate this. Woolmark.com is a useful source of information and Cllr Wragg thanked Mr Anderson for his information.</p> <p>Mr Neal - is very disappointed that Cllr Bearpark has not become the chairman of a committee. Cllr Wragg has said that the annual village meeting is not parish business today. There are no written rules and this subject will be returned to. Cllr Roberts said it was very clear we were discussing procedure only and the PC side of the meeting needs to tighten up procedures.</p>	

	<p>Mr Neal said he could not believe the Clerk when she made a statement concerning two words changed to the draft minutes, and continued to question the Clerk's integrity.</p> <p>Cllr Roberts explained again that draft minutes which are minutes which have not been put in front of a meeting and approved, therefore can be changed. After agreement they can't be changed and before that they can be changed.</p> <p>Cllr Wragg said the Clerk answered the question before and it would not change the answer by asking the same question many times, and that the matter is closed.</p> <p>Mr Neal asked about the finances and asked to be sent a copy. Clerk to send.</p> <p>Mrs Woods asked about the VH request for further Section 106 funding and it was agreed that it will be put into the next Finance agenda in July. It was asked if the VH were also asking businesses too for funding and Mrs Woods said they were asking the PC as the first port of call.</p> <p>John Bottrill asked about if draft minutes can be released early every month. It was agreed the Clerk should ask what other PCs do.</p>	<p>Clerk</p> <p>(Clerk)</p> <p>Clerk</p>
15.	<p><b>BURIAL BOARD:</b>  <b>a) CEMETERY INSPECTION</b></p> <p>Clerk to resend doodlepoll re date for inspection</p> <p>The Barnes family have submitted an application for a memorial stone via Newlings of Royston. The stone is not a regular shape and the PC asked for a symmetrical shape and advised the family to take a further look at refining the overall shape and size. The thickness is also an issue - we need to find out the colour too - Clerk to liaise with Newlings.</p>	<p>Clerk</p>
16.	<p><b>TREES, GRASS AND HEDGES:</b>  <b>A) DAVE SALMONS WORK</b></p> <p>It was agreed that Dave should commence some minor repair work, with the larger items being referred to the next Finance meeting.</p> <p>Order swingseats and chains - Clerk to do.  Dave Salmons to install - £25.</p> <p>To mend the square seating area - £60.</p> <p>Cemetery gates - Dave kindly oiled and cleaned these free of charge.  To rub them down and repaint - £220 (to be agreed in July).</p> <p>Fascia on pub falling down onto notice-board - this is the responsibility of the Pub - Clerk to contact the Swan.</p> <p>VH swing seat needs repairing - £25.</p> <p>VH excessive chain needs sorting - £25.</p> <p>Butts multiplay - wooden platform x 3 need replacing - remove and infill with concrete - £200, to be agreed in July.</p> <p>Butts Cracks on big swings wooden posts and excessive wear on chains - leave as rotten so should replace in time..</p> <p><b>B) SAVILE WAY PLANTING</b></p>	

	The PC is waiting for feedback from Jason Rayner re the initial digging.	
17.	<p><b>FINANCE &amp; GENERAL PURPOSES</b>  <b>A) MINUTES FROM 21ST APRIL 2015</b></p> <p>Minutes of the meeting of <b>Fowlmere Parish Council Finance and General Purposes Committee</b> held in the School Room, URC, Chapel Lane, Fowlmere, Tuesday 21st April 2015 at 7:00pm.</p> <p><b>Present:</b> Cllr M Sunderland (Chair), Cllr T Bearpark, Cllr J Bottrill, Cllr C Howe, Cllr J Peacock, Cllr D Roberts, Cllr L Wragg and Mrs J Wright Clerk.</p> <p><b>1. Apologies for absence</b>  There were no apologies for absence</p> <p><b>2. Minutes of previous meeting/Matters Arising</b>  The previous minutes of 20th January 2015 had already been agreed and signed at a previous PC meeting.</p> <p><b>3. Review of income and expenditure.</b></p> <p><b>a) Audit Update</b>  All completed and needs to be submitted to the internal auditors in Royston this week - Cllr J Peacock proposed, Cllr Roberts seconded and all agreed to accept the Financial Statement as circulated.</p> <p><b>b) Royston Community Transport (and review other donations)</b>  The PC agreed to donate £300 as per last year. Cllr Sunderland to check the usage for the Melbourn Youth Club. It could do with some help with transporting children to and from the club - further investigation to be taken (£200 per year was suggested). The Senior Citizen's Xmas Dinner and British Legion donation should still go ahead as planned.</p> <p>The Village Hall have asked for a donation towards some furniture. The PC offered to help with £1000 towards the overall cost of about £2500. Cllr Sunderland proposed, Cllr Roberts seconded, and the majority agreed. The Clerk to put on the next agenda for a new VH representative after Cllr Bottrill steps down.</p> <p><b>4. Precept</b>  The precept has been paid (first 6 months).</p> <p><b>5. Trees, Grass and Hedges</b></p> <p><b>a) Protected Verges</b>  These are to be cut at the end of April and the price is the same as last year.</p> <p>Mrs Ford has mentioned about the trees opposite her house. They get cut back every 2 years so should be considered in the next round of village tree work, along with the Moat trees.</p> <p>Savile Way needs to be dug and Lamorna is letting the Clerk know the contact - it may disturb the wall but reassurances need to be made and consideration given to the wall and tree roots, Clerk to let the householders know and take photos of the crack on the wall before work commences.</p>	

## 6. Future Projects

### a) Spending Priorities

There is room for future spending in the future - possible the play-boat to be considered? A plaque can be bought for by the by the PC for Eilish, with an official presentation, could be linked to the Beads of Courage.

### b) Village map (Stand)

2 maps are planned, one to replace the one outside St Mary's and one possibly on The Butts, by the school.

### c) Play Equipment

Toddler play equipment was suggested as a future purchase

## 7. Other Matters

The Clerk mentioned the invite to all Cllr's to the School Art Exhibition at the weekend.

It was requested that someone holds a spare key for the cemetery once Cllr Bottrill steps down.

## 8. Date of next meeting

Tuesday 21st July 2015 (presumably 7:00pm), prior to the PC Meeting at the URC, Chapel Lane.

The meeting closed at 21:15pm.

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The minutes were agreed and signed as a true and accurate record.

## B) CHEQUES PAID

- Mrs J Wright, May 15 Salary - £648.00
- Seniorlink Eldercare April 15 (monthly charge for residents' pendant scheme) - £62.34
- LW mileage for trip to Cambourne - £15.30
- School grass cutting contribution - £491.72
- Hardy Landscapes - April 15 - £1000.46
- Cambridgeshire Acre - Annual Membership fee (processing wages) - £54.00
- Playsafety Ltd - ROSPA Playground annual inspection - £170.40
- The Works, 2 x lever arch files, 12 x stamps - payable back to J Wright - £10.54
- tesco.com - refreshments for Village Meeting - payable back to J Wright - £43.03
- Hardcastle Burton - Internal Audit fee - £420.00
- Dave Salmons - Butts Area prep for TT Table - £700.00 (Section 106 money)
- P Rooke and MJP Services - Digging of TT Table area and soil removal - £530.00 (Section 106 money)
- Table Tennis Tables - £694.99 (Section 106 money)
- Agriplant - Protected verges - £822
- J Wright telecoms refund April15 - £32.44
- Donation to Royston Community Transport - £300.00
- Aon Insurance - £1362.36

It was agreed that contracts are reassessed in the Autumn, ahead of 2016-2017 financial year. Clerk to take forward and do later in the year.

(Clerk)

## b) VILLAGE HALL FURNITURE REQUEST

This had been agreed and any further requests will be discussed at the next Finance Meeting

## C) VILLAGE TREE SURVEYS

The Clerk to start this ball rolling at the end of the summer.

Clerk

	<p><b>D) VILLAGE HALL REQUEST</b> As discussed previously.</p> <p><b>E) AUDIT</b> The Audit has been sent off for external audit, having passed the internal audit.</p>	
18.	<p><b>CORRESPONDENCE</b> The correspondence list was noted.</p> <p>There is an Alsatian dog off the lead at The Butts. Clerk to contact Martin Sheldrick.</p> <p>The Moat map - Jan to confirm the names on it and Clerk to send CCC an e-mail to protest at their refusal to issue a new one.</p>	<p>Clerk</p> <p>Cllr Peacock / Clerk</p>
19.	<p><b>ACTION LIST UPDATE:</b> The action list was updated accordingly.</p> <p>A local resident was worried about play equipment plans for The Green, which is not to be the case.</p> <p>Drainage at Lynch Lane - CCC are investigating.</p>	
20.	<p><b>OTHER MATTERS:</b> <b>A) VILLAGE HALL REPRESENTATIVE</b> The meetings are the 1st Wednesday in the month, not August and January. To be brought to the next meeting.</p> <p>Zebra crossing - Cllr Howe said they are £15,000 to £20,000. Cllr Crowther asked if the school fund-raises. The PC has to fund-raise at least 10%.</p> <p>Cllr Wragg to speak to the school to see if there is a need.</p> <p>Cllr Crowther Re The Triangle - there is no green area at The Triangle for children to play on. The Wilkinson family may be reluctant to sell further land - but would they rent some land out? Cllr Roberts has said the PC cannot support anything further on the land which is outside the Village Envelope, but that King Street Housing might be better placed. Clerk to write to them (Diane...) to say there are families with a need for some playspace - would it be possible for KSH to consider negotiating with the landowners for leasing a small area of the field for children to play in, on a short term basis?</p> <p>Can they install a handmade sign to say 'please slow down, children playing' - Cllr Roberts to speak to Diane at King Street Housing.</p> <p>Cllr Bearpark offered to help the Clerk with the technical aspects of the new map stand and construction.</p> <p>The Clerk is away on holiday next week.</p> <p>The meeting closed at 21:45pm</p>	<p>(Clerk)</p> <p>Cllr Wragg</p> <p>Clerk</p> <p>Cllr Roberts</p>