

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD
IN THE SCHOOL ROOM, UNITED REFORMED CHURCH, CHAPEL LANE
21ST MAY 2013 AT 7.30 PM

PRESENT: Cllr D Roberts (Chairman), Cllr J Bottrill, Cllr E O'Regan, Cllr J Peacock, Cllr M Sunderland, Cllr N Webb, Cllr L Wragg and Mrs J Wright (Clerk)

IN ATTENDANCE: Cllr Topping, Mr Lester, Mr Nolasco, Mr Teasdale

		Actions
1.	APOLOGIES FOR ABSENCE: Apologies were received from Cllr Bearpark and Cllr Flynn	
2.	DECLARATION OF INTEREST IN AGENDA ITEMS: No items were declared.	
3.	ELECTION OF CHAIRMAN: Cllr Wragg proposed that Cllr Roberts remain as Chairman. Cllr Webb seconded this motion, there were no further nominations and all agreed. Cllr Roberts accepted the post.	
4.	ELECTION OF VICE-CHAIRMAN: Cllr Roberts proposed Cllr Wragg as Vice Chairman. Cllr Bottrill seconded this motion, there were no further nominations and all agreed. Cllr Wragg accepted the post.	
5.	ELECTION OF COMMITTEES / REPRESENTATIVES: Chair of Planning - Cllr Roberts was proposed by Cllr O'Regan, seconded by Cllr Sunderland. There were no further nominations and all agreed. Vice-Chair of Planning - Cllr Peacock was proposed by Cllr Roberts, seconded by Cllr Wragg. There were no further nominations and all agreed. Chair of Finance - Cllr Roberts was proposed by Cllr O'Regan, seconded by Cllr Sunderland. There were no further nominations and all agreed. Vice-Chair of Finance - Cllr Wragg was proposed by Cllr Roberts, seconded by Cllr O'Regan. There were no further nominations and all agreed. Cllr Wragg has represented Fowlmere PC on the Duxford Liaison and is happy to remain on for a further year. However the VH representative is available - to be deferred until next month when all Cllr's will be present.	
6.	ACCEPTANCE OF OFFICE SIGNING: All documentation was signed and witnessed by the Clerk.	
7.	MINUTES OF THE PARISH COUNCIL MEETING OF 16TH APRIL 2013: a) Review / Agreement of Code of Conduct, Standing Orders, Asset Register and Risk Assessments for the Audit Cllr Peacock proposed that these should be adopted, Cllr Bottrill seconded and all agreed. P4 - "Mr Neal has read the reports from SCDC re Deans Planning Application. He doesn't believe that tax payers should not pay for SCDC mistakes" should read "Mr Neal has read the reports from SCDC re Deans Planning Application. He doesn't believe that tax payers should pay for SCDC mistakes." with the 'not' removed The minutes were agreed and signed as a true record.	

8.	<p>MATTERS ARISING:</p> <p>Page 4 - regarding comments made by Mr Deans being awarded £7,000 from SCDC. Cllr Roberts reported that at the last SCDC Planning Meeting, SCDC Council Members queried appeal amounts which had resulted in charges against SCDC Council and asked for the amounts. The Senior Legal Solicitor reported the amounts and the Deans Appeal in Fowlmere was actually only awarded £2535.00</p> <p>A query has been raised about paying for a bed sensor for an elderly Fowlmere resident (£49.99 per quarter) as part of their Seniorlink package. It was proposed by Cllr Roberts that this is possible, Cllr Peacock seconded and all agreed (with conditions ie that it is reviewed on an annual basis and assessed on an individual basis. Also the Community Chest should be approached as they have requested how they can support residents.) Clerk to speak to Chris Wall</p>	Clerk
9.	<p>COUNTY COUNCIL AFFAIRS:</p> <p>Cllr Topping attended the meeting and gave a report which the PC has not yet received a copy of.</p> <p>Dottrill Hall was mentioned and Cllr Topping was asked to put plans in place for this not making the required date for cleaning up the site.</p>	
10.	<p>PLANNING COMMITTEE:</p> <p>a) The Thriplow Triangle</p> <p>Cllr Roberts reported work has started on site and the site has been fenced off. The tree is being watered under a maintenance programme by Lovells but a watching brief needs to be kept. If the tree dies, Lovells will need to replace it with something of a similar maturity.</p> <p>b) Planning Minutes from 16th and 30th April 2013</p> <p style="text-align: center;">MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE ON TUESDAY 16TH APRIL 2013 AT 7:15PM</p> <p>PRESENT: Cllr D Roberts (Chairman), Cllr J Bottrill, Cllr P Flynn, Cllr E O'Regan, Cllr M Sunderland and Mrs J Wright (Clerk)</p> <p>APOLOGIES: Cllr T Bearpark, Cllr J Peacock, Cllr N Webb and Cllr L Wragg</p> <p>IN ATTENDANCE: Several members of the public.</p> <p>1. Declarations of interest (if any)</p> <p>Before discussion, 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/0606/13/FL Extension to dwelling Ballacraine, Top Close, Fowlmere, Royston, Cambridgeshire, SG8 7SP Mr Andrew Newby</p> <p>The Parish Council has no objections to this application - it is appropriate, in keeping and not</p>	

overly impacting on any neighbouring buildings.

3. C/11/40/029

Application to undertake work on trees situated in a Conservation Area

**The Rectory, High Street, Fowlmere, Royston, Herts
Ely Diocesan**

The Parish Council support this application as long as the Tree Officer at SCDC is in agreement.

4. S/0113/13/FL - For Information only - Permission Granted

First floor side extension

**1 Savile Way, Fowlmere, Royston, Herts, SG8 7TU
Mr J Webb**

The Parish Council noted the appeal

5. Other Matters and Updates

Other Matters and Updates *(for information only)*

Cllr Roberts reported on 9 Jackson's Way, which FPC did not support (they had asked for it to go to Planning Committee) but at present it is looking to be approved.

Another meeting will need to be held on Tue 30th April at St Mary's. Clerk to book.

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, FOWLMERE
ON TUESDAY 30TH APRIL 2013 AT 7:00PM**

PRESENT: Cllr D Roberts (Chairman), Cllr T Bearpark, Cllr J Bottrill, Cllr P Flynn, Cllr E O'Regan, Cllr J Peacock, Cllr M Sunderland, Cllr L Wragg and Mrs J Wright (Clerk)

APOLOGIES: Cllr N Webb

IN ATTENDANCE: There was no one in attendance.

1. Declarations of interest *(if any)*

Before discussion, Cllr Roberts declared that if an application is later placed before South Cambridgeshire District Council she will approach any new information afresh.

2. S/0632/13/FL

Extension to first floor dwelling and garage conversion

**Kafue, Long Lane, Fowlmere, Royston, Cambridgeshire, SG8 7TG
Mr Ayliffe Robson**

The Parish Council has no objections to this application as it is in keeping with the area and is not detrimental to neighbouring properties.

3. C/11/40/029

Application to undertake work on trees situated in a Conservation Area

Thistle Down, Rectory Lane, Fowlmere, Royston, Herts

Mr K Francis

The Parish Council has no objections to this application, as long as the Tree Officer at SCDC is in agreement.

4. C/11/40/029

Application to undertake work on trees situated in a Conservation Area

Glebe Cottage, Rectory Lane, Fowlmere, Royston, Herts

Mrs Bradshaw

The Parish Council has no objections to this application, as long as the Tree Officer at SCDC is in agreement, especially as they class sycamores as a problem tree

5. Other Matters and Updates

Other Matters and Updates *(for information only)*

Cllr Roberts updated on the SCDC Local Plan and reiterated some of the background. She would like it on the next PC agenda to formalise a leaflet to the village, laying out the role of the Parish Council in this particular situation.

The planning application in Jackson's Way has been referred to the full SCDC Planning Committee, which includes a site visit.

The Clerk passed on a request to use The Butts for the playgroup sports-day in June/July. There was also a separate request from a resident to use the Savile Way green area as an overspill for a family party on 2nd June at their house in Savile Way. The Cllr's had no problems with these requests.

The meeting closed at 7:40pm

Both sets of minutes were agreed and signed

c) SCDC Local Development Plan

SCDC is coming to the end of the consultation period for the Local Development Plan and their conclusions should be reported in the local press in June (3rd?). Cllr Roberts would like this discussed at the June meeting, to see the outcome of the draft review and how the village should be informed.

There is a possibility that a Planning meeting is required before the next meeting at June, the Clerk is waiting to hear from SCDC.

Clerk

	<p>The Meeting was then opened to members of the public.</p> <p>Mr Teasdale had several issues re the Thriplow Triangle - the first being that a skip was removed from site at 4:45am. Mr Teasdale is mowing around the tree but has the tree got permission to be moved there because of the BT ducting etc? Re the 50:50 part buy / part rent:affordable housing split -this is a change to the original plan of the village needing purely affordable housing. Cllr Roberts reminded Mr Teasdale about the previous minutes as to how the PC has also been in disagreement to this move and have fought it. Cllr Wragg further explained the developments re the Section106 agreement so the focus is still on people with Fowlmere connections. Fowlmere PC are meeting Shepreth PC to discuss this further as they too are affected in a similar move. Mr Teasdale suggested that Clause 7 was changed on the planning documentation. Mr Teasdale asked about the access on the Thriplow Road which has been allowed for 3 dwellings. The footpath has been agreed but Mr Teasdale would like to know the make-up of it. It will still make crossing the Thriplow Road hazardous because of the hedge on the corner. There are no details on lighting yet either. He asked if cars can be prevented from parking on Cambridge Road - can this be part of an agreement for tenants - Cllr Roberts to ask this and possibly posts will be needed on the verge? Workers to park on the rougher part of the verge, not the neatly mown bit outside of Mr Teasdale's house. Also, he has concern over air-source heat pumps which can be quite noisy and this may be a consideration and need sound-proofing. He also asked what hedges are counted as native and Cllr Wragg advised. Cllr Roberts said she would enquire at SCDC about Mr Teasdale's concerns.</p> <p>Mr Teasdale asked about e-mail addresses - is there an e-mail list of residents that can reach people to say the minutes etc have been sent out - a way of reaching people, something the PJC will look into although they do have a web-site, Facebook page, noticeboard and regular piece in the Fowlmere and Thriplow News..</p> <p>Mr Nolasco (Chapel Lane) asked about the cleaning of ditches and asked if some of the precept could be used if CCC deny responsibility as it is important the are not blocked. Clerk to contact SCDC. He also asked if the PC have a development policy? Cllr Roberts explained how SCDC is a parent organisation, with the expertise re legislation etc so the PC is very attentive of SCDC policies and works within those policies rather than Fowlmere working alone. Mr Teasdale asked if residents can influence SCDC and Cllr Roberts explained the residents can and have been part of the process but there are implications of setting precedents etc.</p> <p>Mr Lester also asked how the village can be better reached as he wasn't aware of this consultation. The Clerk updated Mr Lester on the re-surveying of the Moat trees and fixing of the Butts play equipment.</p> <p>Mr Teasdale also asked if the damaged trees by the residents of Burnaby on the Cambridge Road were going to be properly pruned. Cllr Roberts explained previously minuted issues and will take a look at them.</p> <p>Clerk to send Mr Teasdale a link to CCC pot-hole reporting web-site</p>	<p>Cllr Roberts</p> <p>Clerk</p> <p>Cllr Roberts</p> <p>Clerk</p>
11.	BURIAL BOARD:	

	<p>a) Trees for new Extension It was agreed that the proposed Kenzie memorial stone is fine.</p> <p>The Clerk reported that Mr Hill's grave is to be levelled</p> <p>It was agreed that tree planting needs to be planned for the cemetery extension and a Burial Board meeting needs to happen soon</p>	Clerk
12.	<p>TREES, GRASS AND HEDGES:</p> <p>a) Update on the Moat / Village Tree Surveys It was agreed that financial decisions are taken at the June meeting re tree work in the village.</p> <p>It was proposed by Cllr O'Regan and seconded by Cllr Cllr Wragg that Acacia survey the trees in Dovehouse Close at a cost of £200. Clerk to go ahead.</p> <p>Cllr Peacock proposed and Cllr O'Regan seconded that Hardy's should cut the Moat at a cost of £285.00</p> <p>b) Village MOT - Findings The findings and their status are attached as an appendix to the minutes</p>	Clerk Clerk
13.	<p>FINANCE AND GENERAL PURPOSES:</p> <p>a) Audit Progression The audit is reaching its conclusion and the Clerk is to return all paperwork to the Internal Auditors in Royston</p> <p>b) Finance Minutes from 16th April 2013</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 16th April 2013 at 7:00pm.</p> <p>Present: Cllr O'Regan (Chair), Cllr J Bottrill, Cllr P Flynn, Cllr D Roberts, Cllr M Sunderland and Mrs J Wright (Clerk). Also several members of the public</p> <p>1. Apologies for absence Apologies were received from Cllr T Bearpark, Cllr J Peacock, Cllr N Webb and Cllr L Wragg</p> <p>2. Minutes of previous meeting/Matters Arising The previous minutes of 15th January 2013 had already been agreed and signed at a previous PC meeting.</p> <p>3. Review of income and expenditure.</p> <p>a) Acceptance of 2012-13 Accounts The Council agreed to accept the accounts, proposed by Cllr O'Regan, seconded by Cllr Roberts and all agreed. There were no unexpected items in the income and expenditure</p> <p>4. Precept The first half of the precept has been sent from SCDC to FPC.</p> <p>5. Trees, Grass and Hedges</p>	

	<p>Two further quotes needed to undertake the work on the village trees. Two quotes are needed for Dovehouse tree survey.</p> <p>6. Future Projects</p> <p>a) Possible donation to Royston Community Transport It was agreed to support Royston Community Transport and £300 was agreed - Cllr O'Regan proposed and Cllr Sunderland seconded - all agreed. Clerk to ask for regular feedback on users in the village etc.</p> <p>b) Cemetery gates on Insurance To be carried over to the next meeting as Cllr Wragg was absent.</p> <p>Thriplow have some new village maps - Shirley Wittering designed them and is a Thriplow resident. The Fowlmere map is poor outside of the church. Cllr Roberts suggested the Cllr's go and take a look at the Thriplow one and look to have a new one designed, to place outside of the Church. Cllr Sunderland to ask who manages the actual notice-board at the church. Clerk to ask Thriplow PC how much they paid for it.</p> <p>7. Other Matters There were no other matters</p> <p>8. Date of next meeting There were no other matters and the meeting closed at 7:20pm.</p> <p>The date of the next meeting will be 16th July 2013 at 7:00pm, prior to the PC Meeting at the URC, Chapel Lane.</p> <p style="text-align: center;">*****</p> <p>The minutes were agreed and signed</p> <p>The work required for the ROSPA assessment was discussed and agreed (Cllr O'Regan proposed and Cllr Peacock seconded.) This is attached as an appendix to the minutes. It was also agreed to go-ahead with the maintenance to the notice-board and pump house.</p> <p>It was agreed to join Cambridgeshire Acre at a cost of £30 PA (they do the paperwork for the Clerk's Real-Time Salary payments)</p>	Clerk
14.	<p>CORRESPONDENCE The correspondence list was noted. The Clerk read out the thank you letter from Tim Stone.</p> <p>Cllr Roberts also added that on 15th May she had a call from Tim Holmes of Endurance Estates (a planning consultancy) who wished to speak regarding the land on either side of Manor Farm (Sheldrick farm-land) regarding potential housing development. He had been contacted by a third party with a view to see how Fowlmere PC would enter into discussions but Cllr Roberts said that the PC would not get into any discussions at the pre-planning stage with anyone regarding prospective plans.</p>	
15.	<p>ACTION LIST UPDATE:</p>	

	The action list was updated accordingly.	
16.	<p>OTHER MATTERS:</p> <p>Cllr Roberts reported that at present, SCDC has no planning leader as Sarah Stephens has left.</p> <p>Village Hall - Cllr Wragg reported that there are issues with the Sports and Social Club, who cancelled a meeting at very short notice and had yet to provide any accounts to the Village Hall Committee (these is are required inter alia in connection with charitable rate relief.) The PC is concerned that there appears to be no evidence of any document re a Licence to Occupy or legal agreement / contract to occupy the premises, that is satisfactory to the PC. This needs to be put right within the next 30 days. It was agreed to put this matter on the agenda for the next meeting of the PC.</p> <p>The next PC Meeting will be held on Tuesday 18th June at 7:30pm at the Chapel, with a planning meeting beforehand.</p> <p>The meeting closed at 21:30pm</p>	Clerk

PC Village Jobs - May 2013

Job / Issue	Proposed Recommendation
Pathways outside the Manse, Rose Cottage and Rectory in the High Street are in a bad state of repair, one resident has complained of a trip hazard.	Contact CCC - (reported by Clerk)
The Wall near the phone box needs the ivy removing	Ask Chris Wall to do
Pump Shed	Ask Dave Salmons to quote for re-painting inside and for the pump and gates to be re-blackened. (quote received)
Wallington Brook (aside Bridge House, High Street) needs clearing - it is an Awarded Watercourse	Contact SCDC - Environmental Health
Ditch in Chapel Lane, opposite Brook Farm needs clearing but is of riparian ownership...	Try SCDC as it's alongside the Council garages in Dovehouse Close
Pot holes in Ryecroft Lane, with junction of Jacksons Way	Report on CCC web-site (reported by Clerk)
Thriplow Triangle - propose to put low-level planting on the grassy triangle at the junction	Ask Chris Wall / Hardy's to quote
Road edge outside Brook Farm in Chapel Lane has been eroded by a width of max 18 inches, length about 20 metres and a depth of 5 inches or so - causes cars to pull into the middle of the road	Contact CCC (reported by Clerk)
Savile Way - another proposed area of planting, on the rhs about 20 metres from the mouth of the road, currently an overgrown grassy/weedy bank.	Ask Chris Wall / Hardy's to quote
30mph road sign in Long Lane up on entering the village has been worn away and needs replacing	Contact CCC (reported by Clerk)
The white lines at the Foxton junction in the village need repainting and it quite dangerous at night - there are pot-holes there too.	Contact CCC (reported by Clerk)
There are pot-holes in the High Street near the war-memorial	Report on the CCC web-site (reported by Clerk)

Parish Council Notice-board is in a bad state of upkeep	Ask Dave Salmons to quote for re-staining. (quote received)
Fly-tipping in Shepreth Road on LHS past the cemetery	Report on SCDC web-site (reported by Clerk)
There is lots of general rubbish behind the trees at the rear of the play equipment on The Butts	Assess how bad and organise a clear up or ask Dave Salmons to do. (All sorted)
It was suggested that different flowers are planted in the village (other than daffodils) perhaps tulips	Take a view in the future
Assess the use of the fire engine shed on The Butts	Investigate what's in it currently.

Village Hall	
Replace 2 missing braces on picnic tables	£20.00
Replace hardwood rails on the climber (9 of them)	£150.00
Purchase 2 sets of swing chains and seats for adult swings (including 2 new shackles)	For JW to get a price and £40 to fit
Toddler seats - gully needs attention - dig out, fill in with soil, re-seed and roll (including providing 3 tonne of soil)	£200.00
Butts	
Wooden seat in trees near to border with gas place is rotten. Cut new posts and rebuild	£100:00
Goals - make good to the worn out area at the end of the season ie soil and seed	£50.00
Fantasy fun-run - rolling log needs replacing and the metal sockets need to be removed to do so and therefore re-concreting in	£190.00

Others	
Butts Seat - the seat more prominently in the play equipment (not the one mentioned above which is half hidden in the trees) has come loose since the RSPA report and needs 2 new concrete bases and re-bolting	£180.00
Pump Room - To repaint the inner walls, pump and gates in same colours	£250.00
PC Notice-board - to re-stain	£50.00
Kerbstone on War memorial - To re-concrete in	£30.00