

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD
IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE
TUESDAY 18TH APRIL 2017 AT 7:40 PM

PRESENT: Cllr L Wragg (Chairman), Cllr D Roberts, Cllr M Vinton and Mrs J Wright (Clerk).

IN ATTENDANCE: Mr Steve Mulholland, Mr Peter Burge, Mrs Dorothy Woods, Mrs Pat Willis

		Actions
1.	<p>APOLOGIES FOR ABSENCE: There were apologies for absence from Cllr M Sunderland, Cllr C Howe, Cllr T Bearpark, Cllr S Wells</p>	
2.	<p>DECLARATION OF INTEREST IN AGENDA ITEMS: There were no declarations</p> <p>Cllr Roberts declared an interest in item 14 although there was no need for her to leave the meeting on this occasion.</p>	
3.	<p>MINUTES OF THE PARISH COUNCIL MEETING OF 21ST MARCH 2017: The minutes were agreed and signed as a true record.</p>	
4.	<p>MATTERS ARISING: There were no matters arising not covered in the agenda.</p>	
5.	<p>COUNTY COUNCIL AFFAIRS: Cllr Topping attended the meeting and gave a short report (to follow):</p> <p>Mr Mulholland - a 'refuge' area is what is needed on the A505 at the Flint Cross junction. Cllr Topping - the garage has been asked to remove some of it's free standing signage too to improve visibility.</p> <p>A) MEETING OF CLEARANCE OF CCC LAND NEAR SCHOOL CAR PARK/BUTTS PEDESTRIAN GATE Cllr Wragg/Cllr Roberts to discuss dates for Wed 26th (10am), or Fri 28th.</p>	
6.	<p>AGM AND AUDIT MATTERS: A) AGREE RISK ASSESSMENTS, CODE OF CONDUCT, ASSET REGISTER, STANDING ORDERS AND FINANCIAL STATEMENT FOR THE AUDIT</p> <p>Cllr Roberts proposed, Cllr Vinton seconded and all agreed to support the Annual Governance Statement 2016/17 and the Annual Financial Statement as set out in the Finance Meeting of Fowlmere Parish Council on Tuesday 18th April 2017.</p> <p>Jan 2018 to review Risk Assessment/Asset Register (Agenda)</p> <p>July 2017 (Finance) – look at the basis of the evaluation of assets (Agenda)</p> <p>B) POSTS TO BE FILLED /EXISTING POSTS TO REMAIN AT NEXT MONTH'S AGM Nothing to update at this stage.</p>	<p>(Agenda)</p> <p>(Agenda)</p>
7.	<p>DISTRICT COUNCIL UPDATE: The Local Plan is now running slowly – 10am on 13th June is when Fowlmere's sites will be discussed. Cllr Roberts would suggest Philip Kratz attends on behalf of FPC. Cllr Wragg to contact him. Several speculative sites are likely to be put forward locally.</p>	Cllr Wragg

	<p>The meeting was opened for questions from members of the public and press.</p> <p>Chris Parson has asked for additional hives to be allowed on the land he leases from the PC – all agreed. Clerk to update the lease. He mentioned there had been some dumping on the site, Clerk to ask him to please pass on any identifying marks that might be found for progressing with the Council/Police.</p> <p>Mrs Woods – access road at the Village Hall – people are using the road to access their gardens at the rear.</p> <p>A letter is needed to go to all residents in Pipers Close, to say the PC and Village Hall Committee have concerns about access onto Parish Council land/recreational ground – there is no right of access. (In exceptional circumstances an application needs to be made in writing 30 days in advance of the request date. It affects vital services and is a danger to children playing on the field.)</p> <p>Mrs Willis – The notice-board needs some repair. The table-tennis table needs a clean and the PC should maintain it. Cllr Roberts to take a look. The 30mph speed not working in Long Lane – Cllr Topping to take a look. Fencing on the corner of Westfield Road has gone up and reduces visibility. Mr Burge to let Cllr Roberts know what the issues are.</p> <p>The meeting was then closed to members of the public and press.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Roberts Cllr Topping Mr Burge</p>
8.	<p>BURIAL BOARD</p> <p>A) BURIAL BOARD MEETING MINUTES FROM 4TH APRIL 2017 AND UPDATE</p> <p>Minutes of the meeting of Fowlmere Parish Council Burial Board held in the Pavilion Room, Fowlmere Village Hall, Fowlmere, Tuesday 4th April 2017 at 7:30pm.</p> <p>Present: Cllr D Roberts (Chairman), Cllr L Wragg, Cllr T Bearpark, Cllr M Sunderland, Cllr Vinton, Cllr S Wells.</p> <p>In attendance: 1 resident (Mr S Mulholland)</p> <p>1. Apologies for absence Apologies were received from Cllr C Howe. In the absence of the Clerk, Cllrs Roberts and Wragg agreed to take minutes.</p> <p>2. Minutes from previous Meeting The Minutes of the last meeting had been agreed at a previous Parish Council meeting.</p> <p>3. Further Discussions Concerning the Revised Terms and Conditions of Fowlmere Cemetery</p> <p>a. It was agreed that for as long as the Present Cemetery was in operation, purchasers of graves for deceased residents would be permitted to express a preference as to location. When the extension to the Cemetery comes into operation, it will not be possible to offer any choice of location.</p> <p>b. In order to provide the possibility of triple depth graves, core samples would be taken. ACTION: Cllr Bearpark to find out whether contractors could do such work.</p> <p>c. Plots for ashes: the smaller plots did not need to have the same depth available as full-sized graves, and so could be located nearer to the trees (where a full-sized grave would not be successful). ACTION: Clerk to review schedule of available plots.</p> <p>d. An addition to the text of paragraph 84 of the Terms and Conditions approved on 21 February 2017 to reflect the previous terms and conditions was agreed: "The top shall</p>	

either be a symmetrical curve or square.”

4. Progress Regarding Infractions of Terms and Conditions

- a. Ornamentation on graves in breach of the rules was discussed. All new applications will be required to adhere to the rules strictly from the moment of purchase. The PC will review the position of existing graves in breach of the rules in twelve months time. ACTION: Clerk to diarise agenda item for April 2018.
- b. Letter to undertakers: all graves must have the depth of top soil removed placed back on the top of the grave. Clerk to advise undertakers and check for compliance after burials. This will facilitate grass growing on the grave. ACTION: (a) Appropriate wording to be inserted on p6 of the Terms and Conditions approved on 21 February 2017; (b) Establish which undertakers dug which graves to identify defaulters.

5. Cemetery Working Party / Friends of Fowlmere Cemetery Group

- a. Mr Mulholland was asked for his views. The following were discussed: organise and formalise cemetery tidying up, probably involving two sessions a year, without using a contractor. Leaf fall is the biggest task, probably best tackled in late November, and a session to deadhead flowers in the spring. Mr Mulholland would find out how many people would be interested. Cllr Vinton volunteered to take the Parish Council lead on such activities in the cemetery.
- b. It was also suggested that a working party tackle the back three rows of old graves. ACTION: Cllr Vinton to include in work plan.

6. Other Cemetery Matters

- a. Cllrs Roberts, Bearpark and Wragg had meeting last week with Martin Hardy to discuss the problem of the gaps in the hedges around the Cemetery. Previous attempts to plant new plants to fill out the hedges had failed, mainly because the surrounding trees remove all the moisture from the soil. There was also damage caused by muntjac deer. A phased approach, first spraying the area to be planted, then installing chestnut paling fence immediately, and planting pot-grown plants in the autumn had been proposed, and Martin Hardy had provided a quotation for detailed work over 12 months. Cllr Sunderland as Chairman of Finance Committee approved the quotation, and it was agreed to go ahead. ACTION: Cllr Roberts to contact Martin Hardy.
- b. The paper document maintained by the Clerk to show the location of graves had become somewhat tattered. It was agreed that it should be redrawn. Mr Mulholland volunteered redraw it using CAD (computer-aided design software). ACTION: Clerk to liaise with Mr Mulholland.
- c. It was agreed to audit the records of pre-sold plots and update contact information, so that it could be checked whether the plot will be used. It was thought that some will not be used, and could be repurchased by the Parish Council. ACTION: Clerk to check/update contact details, and obtain confirmations as appropriate.
- d. It had been previously agreed to install a Notice Board on the shed for administrative information. ACTION: Clerk to obtain quotations for A3-sized notice board.
- e. It was resolved to keep the Cemetery shed, which was in reasonable repair. It was suggested that old tools could be collected from the village for use in the Cemetery. The door would not be locked, because there would be nothing of value inside the shed.
- f. It was agreed that at the next meeting of the Burial Board, the charges for cemetery would be considered, and a decision made as to whether they should be reviewed. ACTION: Clerk to diarise agenda item.

7. Date of Next Meeting

The next meeting will be called as necessary.

- 8. The meeting closed at 8:58pm.

	<p>The minutes were agreed and signed as a true record.</p> <p>B) FRIENDS OF FOWLMERE CEMETERY / WORKING PARTY POSSIBILITY There are people interested in taking part. The 'compost' bin needs clearing out too/burning. A small incinerator could be purchased. Cllr Vinton and Mr Mulholland to look further.</p> <p>C) HEDGE WORK AT THE CEMETERY Agreed at the previous Finance Meeting</p>	
9.	<p>VILLAGE HALL: A) CHANGING ROOM REFURBISHMENT Mrs Woods presented the final plan (which the PC presumes will be done via permitted development rights as opposed to a planning application as the work is internal).</p>	
10.	<p>PLANNING COMMITTEE A) UPDATE ON 80-86 CHAPEL LANE PLANNING APPLICATION The residents are going into stage 2 of the complaints process at SCDC. A meeting at 11:15pm on 25th April is scheduled for Cllr Wragg/Cllr Roberts to meet the SCDC Planners. Any comments need to be raised asap. (Cllr Roberts/Wragg to meet for a pre-discussion at 10am on Monday 24th April)</p> <p>B) PLANNING CONSULTATION: S/1154/17/FL Demolition of existing dwelling and double garage and erection of replacement dwelling Frognorton, Moor Lane, Fowlmere, SG8 7TH Mr and Mrs Lovatt</p> <p>Cllr Roberts declared an interest due to living opposite the site and left the meeting at 21:00</p> <p>The meeting was no longer quorate but the Clerk to explain this when sending in the decision.</p> <p>Fowlmere Parish Council has no objections as long as the existing entrance is still to be the new entrance and the roof tiles are of a standard/compatible colour.</p> <p>Cllr Roberts returned at 21:08</p>	
11.	<p>ROAD SAFETY A) SPEEDWATCH UPDATE A reply was received today with the codes for the approved sites for Speedwatch (5). Cllr Howe to advise the Clerk on progression.</p> <p>Clerk to chase CCC in a week regarding the start of work for the new speeding sign.</p> <p>Jason Ablewhite has replied and Cllr Wragg to produce a response. There are opportunities here in the run up to the elections.</p>	<p>Cllr Howe</p> <p>Clerk</p> <p>Cllr Wragg</p>
12.	<p>TREES, GRASS AND HEDGES: Nothing further to report</p>	
13.	<p>FINANCE & GENERAL PURPOSES: A) CHEQUES PAID J Wright – telecoms refund: £31.98 J Wright – Nest Pension Refund: £3.26 Seniorlink Eldercare (Mar 17): £80.17 Dave Salmons Bus Shelter work £680.00</p>	

	<p>Hardys Grass-cutting - £718.54 Rob Watkins Tree Surgery - £4390.00 J Wright Salary £667.79, £1.80 to HMRC Room Hire of Pav Rm, VH for BB Mtg - £24.00 Eon Chapel Electricity - £44.07 J Wright Stationery Refund (Jarrols) - £21.13 Cheques in, Refund re Streetlighting - £581.17, Pidduck plot purchase £35.00</p>	
14	<p>CORRESPONDENCE: The Clerk needs all the contact details of the new Cllrs.</p> <p>A) COUNCILLOR COMPLAINT There was a complaint made against a Councillor. The Council met to discuss the documents and concluded that there was no foundation to any of the allegations raised and all the Cllrs present, had been present on all the relevant occasions. A letter setting out this position and explaining the right to take the matter to SCDC has been sent to the complainant.</p> <p>A reply from Rod Cantrill has been received.</p> <p>Web – Clerk to seek quotes on setting up a new Wix web-site. A policy needs to be decided on what items of correspondence go on the web-site and how many Cllrs need to read things first – next agenda.</p>	<p>Clerk</p> <p>Clerk Clerk</p>
15	<p>ACTION LIST UPDATE: The action list was updated accordingly.</p> <p>A) IDEAS FOR IMPROVEMENTS TO VILLAGE LIFE Nothing has been suggested.</p> <p>B) UPDATE ON RECRUITMENT OF COUNCILLORS Cllr Wragg is pleased to record that two first-rate candidates have been invited to join the Council – Mr Steve Mulholland and Mr Peter Burge. They had been invited to join the meeting on the understanding that they couldn't take part in any decision making until they had completed all the necessary documentation at the next formal meeting.</p> <p>C) WEBSITE UPDATE 3 quotes to be obtained as mentioned in previous agenda item.</p>	<p>(Clerk)</p>
16	<p>OTHER MATTERS: Drilling boreholes in the cemetery – Clerk has given a map to Cllr Wragg.</p> <p>Mr Mulholland – could the school organise a cleaning session of the play equipment as they use the equipment a lot? Mr Burge has offered but this is a longer term solution.</p> <p>Wooden train – Mr Mulholland has offered to mend a small part of it.</p> <p>The Clerk reminded all about the Annual Village Meeting.</p> <p>The meeting closed at 21:40pm.</p> <p>The date of the next meeting is the Annual Village Meeting at St Mary's Church, High Street on Tuesday 9th May 2017 at 7:30pm. The next PC Meeting is on Tuesday 16th May 2017 at 7:30pm at the URC, Chapel Lane.</p>	<p>Mr Burge/ Clerk</p> <p>Mr Mulholland</p>