

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE SCHOOL ROOM, UNITED REFORMED CHURCH, CHAPEL LANE
17TH MAY 2016 AT 8.00 PM**

PRESENT: Cllr L Wragg, (Chairman), Cllr C Crowther, Cllr J Houghton, Cllr D Roberts, Cllr M Vinton, Cllr S Wells and Mrs J Wright (Clerk).

IN ATTENDANCE: Mrs D Woods, Mrs P Flynn, Mr R Pile, Mrs J Thompson, Cllr Topping, Mrs S Gilpin, Mr P Rowley, Mr S Mulholland.

		Actions
1.	APOLOGIES FOR ABSENCE: There were apologies from Cllr T Bearpark, Cllr C Howe, Cllr M Sunderland	
2.	DECLARATION OF INTEREST IN AGENDA ITEMS: None.	
3.	ELECTION OF CHAIRMAN: [Cllr Wragg vacated the chair.] Cllr Roberts proposed Cllr Wragg as Chairman, saying he has worked very hard this year and gives a great deal of time for the Council. Cllr Vinton 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 Wells 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 Wragg, seconded by Cllr Crowther. 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 Wells. There were no further nominations and all agreed. He agreed verbally by e-mail previously. Chairman of Finance - Cllr Sunderland was proposed by Cllr Crowther, seconded by Cllr Houghton. There were no further nominations and all agreed. He agreed verbally by e-mail previously. Vice-Chairman of Finance - Cllr Wragg was proposed by Cllr Roberts, seconded by Cllr Houghton. There were no further nominations and all agreed. Cllr Wragg accepted. 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.	
7.	ACCEPTANCE OF NEW COUNCILLORS: There were no new Councillor's	
8.	MINUTES OF THE PARISH COUNCIL MEETING OF 19TH APRIL 2016: The minutes were agreed and will be signed as a true record after the meeting.	
9.	MATTERS ARISING: There were no matters arising other than the planning meeting that needs to be arranged at SCDC re Welding Alloys site.	CllrWragg/Cllr Roberts
10.	COUNTY COUNCIL AFFAIRS:	

	<p>Cllr Topping attended the meeting, and reported as follows</p> <p>A) SPEEDWATCH / TRAFFIC / SPEEDING LEGISLATION Evan and Peter Taylor need to attend a site visit in Fowlmere, this is the best way to progress any issues in the village. Cllr's to make a list of issues, and arrange a date for such a visit.</p> <p>Cllr Howe has circulated a draft questionnaire today which will be circulated for the next meeting. Please can all Councillors respond.</p> <p>B) DUMPING NEAR SCHOOL CAR PARK The land is acknowledged as County Council land and the items stored there are deemed as 'inappropriate'. People will be given notice to move any such items before it is to be cleared. The land could be developed as a community orchard (Cllr Topping's idea), given on a long lease by the County. Rob Mungoven is the person to contact at SCDC. FPC are waiting to hear back from Mark Freer, who is drafting the letter. The Council asked Cllr Topping also thank him for a very positive meeting. The school should be involved in the proposal for a community orchard too.</p> <p>Vetspeed planning application – this has been deferred for 3 months, for Duxford IWM to strengthen its case on safety concerns. Cllr Topping spoke against it.</p>	<p>All</p> <p>All</p>
11.	<p>VILLAGE HALL CHANGING ROOM REFURBISHMENT: The VH Committee have taken the plans away to study them. Options A and B are FPC's preferred options, they will support either in principle. Cllr Roberts has said Section 106 money could be considered. Dorothy Woods is seeking other sources of funding at the Funding Fair in Cambridge in June. If the PC helps to fund, it might entice other bodies to co-fund. To go on the next agenda.</p>	Clerk
12.	<p>ANNUAL VILLAGE MEETING:</p> <p>A) REVIEWING POINTS ARISING FROM THE MEETING There was some confusion with residents who attended as to what actually is <i>affordable</i> housing, this may need a piece of explanation on the notice-board. Training is available for Parish Councillors re Planning and all Cllr's should try to attend. Speeding was also mentioned a lot and the PC would like the village to know they are taking this very seriously.</p> <p>Cllr Wragg has spoken to Philip Kratz, planning consultant – if the local planning authority can demonstrate that it has the 5-year housing supply, then this is a powerful argument against inappropriate planning applications, and does not depend on the Local Plan, agreed or otherwise.</p> <p>Draft minutes of the Annual Village Meeting to go on the Parish Council web-site and noticeboard following agreement.</p> <p>B) REVIEWING PROCEDURES ASSOCIATED WITH THE MEETING To keep as per this year.</p>	Cllr Roberts
13.	<p>DISTRICT COUNCIL UPDATE: Elections at SCDC, the Conservatives kept overall control, with 3 new Lib-Dems. Cllr Manning is standing down as leader of the District Council.</p> <p>Fowlmere, Foxton, Heydon, Little Chishill will be part of the new 'District ward' which is still in the consulting process.</p> <p>A) ASSETS OF COMMUNITY VALUE Actions from the earlier conversation regarding this are as follows:</p> <p>Cllr Wragg reported that a letter was e-mailed today to say that an internal review had been upheld,</p>	

	<p>following the owner objecting to the 'listing'.</p> <p>Cllr Roberts explained the process with the bid that was accepted, the PC had checked that their application was not subject to any legal liability. Cllr Roberts feels that the letter from Clare Gibbons says there is 4.5 months left. Cllr Roberts has left a message earlier to ask this question as we have two contradicting letters.</p> <p>FPC do not see any comments in the application made by the pub owner, whereas they obviously get to see the FPC comments which is a failing of natural justice.</p> <p>Clarification needs to be sought, the PC to challenge, terms and protocol to be requested.</p> <p>Janice Thompson came to discuss what might be achieved with the community raising funding to buy the pub. She explained what she did on Facebook to collate opinion, which yielded about 100 people saying they would like the opportunity to look into the viability. There is concern if the village can support all 3 establishments. Café/Pub can achieve a works loan.</p> <p>An area of The Swan could be sub-let partially as a shop, the Queen's Head could be a good café</p> <p>7th June at 7:30pm – the Village Hall have kindly agreed to host a village meeting, with representatives from all 3 pubs hopefully. Clerk to send the questionnaire to all Cllr's for opinion initially.</p> <p>Shares to start at £10, so villagers feel involved. Fowlmere used to be famous for selling Frogs for cuisine! This could be a 'hook' for many fundraising events. Representatives in each street, to support all pubs/establishments in the village. Plunketts could support this too. Janice happy to lead the initial fundraiser, but the right people with business experience need to come forward to carry this on for the Queen's Head for the steering group. An employed manager is the best possible outcome. Kevin Clark is a good source of information in Thriplow.</p> <p>B) MEETING AT THE CHEQUERS</p> <p>About 40 people attended the meeting, and they had the suggestion of a shop for 'basics' at the rear of the shop. They need more of an idea and have sent out a questionnaire. Cllr Vinton was disappointed in the meeting which he and others felt was not particularly well organised.</p>	
14.	<p>SUSTAINABLE PARISH ENERGY PARTNERSHIP EVENT UPDATE:</p> <p>Nothing to report at present but a date will be set at the July meeting for an October event (probably in the URC).</p>	Clerk
15.	<p>PLANNING COMMITTEE:</p> <p>A) PLANNING MINUTES FROM 19TH APRIL AND 10TH MAY 2016</p> <p>MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE ON TUESDAY 19TH APRIL 2016 AT 7:00PM</p> <p>PRESENT: Cllr D Roberts (Chairman), Cllr T Bearpark, Cllr S Crowther, Cllr J Houghton, Cllr M Sunderland, Cllr M Vinton, Cllr S Wells, Cllr L Wragg and Mrs J Wright (Clerk)</p> <p>APOLOGIES: Cllr C Howe</p> <p>IN ATTENDANCE Mrs Woods, Mrs Fletcher, Mr and Mrs Mill, Mr Giliam, Mr Mulholland, Mr</p>	

Cheetham, Mrs Collins, Mr Brierley, several other residents

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. Also, because Cllr Roberts is a District Cllr at SCDC, the same applies and she will look at any application, which goes to SCDC, afresh.

Cllr Crowther declared an interest in item 5 as a member of extended family.

2. S/0736/16/FL

Garage Conversion

Sear Acre, Lynch Lane, Fowlmere, SG8 7SX

Mr and Mrs S Rae

The Parish Council would like clarification if it is a separate dwelling or an annexe. (If it is an annexe then the PC has no objections, if it is a separate dwelling, the PC would revisit the application.) Clerk to contact the case officer at SCDC.

3. S/0453/16/FL

New detached single storey dwelling and associated outbuilding

Land to the rear of 80-86 Chapel Lane, Fowlmere, SG8 7SD

Mr and Mrs R Mill

Mr Mulholland (82 Chapel Lane), Mr Cheetham (80 Chapel Lane) – this proposal is much bigger (47%) than the current permission and is a 40m width that the Chapel Lane properties will overlook. It will be overbearing in width, which the previous planning officer picked up on. The proposed driveway access presents a problem too.

Mrs Fletcher – the issue of building in the green belt, setting a precedent is a real issue.

Mr Mill – it is bigger, but is just one building still. The building has moved into the green belt to allow more room from the neighbouring boundaries.

The Parish Council recommend refusal due to scale and precedent effect on neighbouring buildings but mainly due to the impact of building in the Green Belt, (County Council would assess the Highways issue). It was put to the vote, 9 support, 1 abstention

Fowlmere PC therefore recommend refusal. This application is contrary to policy, with no extenuating circumstances which can override that policy, by its size and width especially, it would have a detrimentally overbearing effect on numerous neighbouring properties. It is against Green Belt policies with no overriding reasons / circumstances that should allow the breach of same. If the officers are of a different view to this, Fowlmere PC would require this to go the SCDC Planning Committee.

4. S/0046/16/FL - Second viewing with correct plans

Additional dormer window

Newlands, London Road, Fowlmere, SG8 7RU

Mr Jez Deacon

This has since been approved and the PC noted the decision

5. S/2403/15/FL

Business plan for the change of use of an agricultural building to a farm shop cafe (class A3)

Deans Farm, Shepreth Road, Fowlmere, SG8 7TG

Mr and Mrs T Deans

19:25 – Cllr Crowther left the meeting

Cllr Howe / Vinton – there are issues of access and deliveries.

The Parish Council viewed the business plan. It fails on planning policy and the Planning Officers at SCDC must adhere to the planning policies they have put together. The PC recommends refusal based on E/16 of the emerging Local Plan – Clerk to send the reply that has already been circulated. Cllr Roberts has been assured that this will go to the SCDC Planning Committee.

Cllr Crowther returned to the room at 19:39

6. 138TP-14-3-16

Notification of tree works subject to a TPO or in a Conservation Area

24a Pipers Close, Fowlmere

Mr Morne Joubert

The Parish Council defer to the opinion of the SCDC Tree Officer

7. 173CA 5-4-16

Notification of tree works subject to a TPO or in a Conservation Area

The Poplars, High Street, Fowlmere

Mrs Alison Sui-Yen

The Parish Council defer to the opinion of the SCDC Tree Officer

8. 175 TP 7-4-16

Notification of tree works subject to a TPO or in a Conservation Area

Whitehall Barn, 11 Chapel Lane, Fowlmere

Mr Mark Winter

The Parish Council defer to the opinion of the SCDC Tree Officer

9. S/3176/15/FL - For Information Only – Permission granted

Extension to provide for a disabled person by creating a larger kitchen, wet room and downstairs bedroom

Newton House, Long Lane, Fowlmere, SG8 7TD

Heidi Hankinson

The Parish Council noted the decision.

10. S/0008/15/CW - For Information Only (See below)

Demolition of existing buildings and 3no 14 meter high chimneys; erection of a pyrolysis building connected to a waste reception building; erection of a 25 metre high chimney; 2no containers for gas engines; electricity substation, upgrading and extension of internal access track around the perimeter of the memorial garden

Novus Environmental, Novus House, Thriplow, SG8 7RP

The content of the application and the nature and scale of the development has NOT changed, only how it is described.

The Parish Council noted the information.

11. S/3197/15/FL For Information Only – Permission granted

Demolition and reconstruction of 2 No. 3 bedroom semi-detached houses.

1 Butts Close, Fowlmere, SG8 7SL

Daniel Livings

The Parish Council noted the decision.

12. Other Matters and Updates

Clerk to pass on any tree applications prior to a meeting to Cllr Bearpark so he can take an initial look at them.

The meeting closed at 7:38pm

MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE DOROTHY PLUCK ROOM, ST MARY'S CHURCH, FOWLMERE ON TUESDAY 10TH MAY 2016 AT 7:00PM

PRESENT: Cllr D Roberts (Chairman), Cllr T Bearpark, Cllr J Houghton, Cllr M Sunderland, Cllr L Wragg and Mrs J Wright (Clerk). Cllr M Vinton arrived for item 3 onwards.

APOLOGIES: Cllr S Crowther, Cllr C Howe, Cllr S Woods

IN ATTENDANCE Mr Teasdale

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. Also, because Cllr Roberts is a District Cllr at SCDC, the same applies and she will look at any application, which goes to SCDC, afresh.

2. S/0736/16/FL - 2nd viewing following a question to SCDC

Garage Conversion

Sear Acre, Lynch Lane, Fowlmere, SG8 7SX

Mr and Mrs S Rae

The Parish Council support the application for approval but would wish to see a condition attached so it can **only** be an annexe and not a separate dwelling.

3. S/0581/16/FL

Two proposed dwellings

Bury House, Long Lane, Fowlmere, SG8 7TG

Mr T Glasscock

The Parish Council are working on the basis that this whole area (of two proposed dwellings) is outside of the Village Envelope – **SCDC to please advise if this is not the case**. The PC is also extremely concerned whether the larger area marked in red is being classed as part of the site in question or is it simply indicative of other parts of land with the same ownership – **this also needs clarifying by SCDC please**. The proposal is contrary to the emerging, and the previously approved Local Plans. There is also a question of this being close to neighbouring properties, where there is a very high water table and it is close to the Conservation Area. The Parish Council would therefore ask for a refusal and if there is a difference of opinion with SCDC they would ask for it to go to the Planning Committee as there is a major departure from a key long-standing policy and this land was not put forward in the SHLAA.

4. S/0735/16/FL

Extend existing single space car parking bay to include a second car space

11 The Triangle, Fowlmere, SG8 7RQ

Mr Kevin Gawtreay, King Street Housing

Mr Teasdale commented that it is a very poor planning application and has missed other planning

	<p>considerations from the original application, concerning the removal of shrubs and the protection of trees.</p> <p>The PC would need guarantees that the parking bay can be constructed without effect of the neighbouring trees – suggest asking for the Tree Officer SCDC to look before. The PC needs to make it clear that this is not a parking bay for only number 11, but it is for general use only. Would trees within the site and neighbouring properties be adversely affected by putting in the bay?. There are additional sites that are available in front of other properties which could be used for additional parking.</p> <p>Conclusion - the diagrams are consistently contradicting each other; the Fowlmere PC would need the application to be submitted with accurate diagrams before a proper decision can be taken. Fowlmere PC would also seek clarification about the possible damage to trees at The Triangle and those in the rear garden of 4 Cambridge Road via the opinion of the SCDC Tree Officer being requested – then Fowlmere PC would look at the application again.</p> <p>The remains of the agenda, which are for information only, will be noted at the PC meeting on Tuesday 17th May 2016.</p> <p style="text-align: center;">*****</p> <p>B) STREET LIGHTING IN DOVEHOUSE CLOSE / RYECROFT LANE PATHWAY Covered in the previous Planning Meeting</p> <p>C) LETTER FROM SCDC RE UPDATE ON PLANNING SERVICES Covered in the previous Planning Meeting</p> <p>The meeting was opened and then closed for questions from members of the public and press</p>	
16.	<p>BURIAL BOARD: A) MEMORIAL STONE APPLICATION Mr Mulholland has circulated the details of a requested headstone for his daughter at the cemetery. There was some debate about the design, which includes an image on the reverse of the proposed stone. The PC has not previously allowed wording on the reverse of the stones, because they look onto the grave behind. In this instance, and without creating a precedent of any sort, the design proposed, set in relief, and not coloured, could be allowed, with the discretion of the PC. There is to be an interment this weekend for Mrs Corbridge and 3 additional plots have been purchased this month.</p>	Cllr Wragg / Clerk
17.	<p>TREES, GRASS AND HEDGES: The grass has been very long due to the weather but is currently being cut.</p>	
18.	<p>FINANCE & GENERAL PURPOSES: A) CHEQUES PAID:</p> <p>May</p> <ul style="list-style-type: none"> • Mrs J Wright, Apr 16 Salary - £660.96 • Seniorlink Eldercare Apr 16- £83.09 plus £79.98 for linking up Mrs Magnay and Mrs Forsay • J Wright Telecoms Apr 16 refund - £29.25 • Cambridgeshire Acre Annual Fee - £54 • CAPALC Annual Fee - £315.43 • ROSPA Playground Inspection Fee, Incl VAT - £184.80 • Royston Community Transport Annual Donation – £300 • Mrs J Wright refund for village mtg refreshments £42.80, toner cartridge £49.76 • George Lister Engineering – sealing maps, extra drill holes - £126 incl VAT • Dave Salmons Benches and varnish for noticeboard - £420 • Mileage Claim for L Wragg - £16.80 • Cheques in - £70 for a burial Plot for Ginty, £70 Scrimshaw for a burial plot, £60 half plot and interment fee Corbridge and CCC £927.74 Grasscutting rebate 	

Balances at Bank as of 1st May 2016:

Current A/C (Santander) £35,918.44
Deposit A/C (Santander) £20,042.28
Cambridge Building Society £40,000.00
Petty Cash £227.01
(£44,620.58 of this is Section 106 Money)

Discussion ensued over whether to remain paying for CAPALC's services - it was agreed this will go on the next agenda, and the Clerk to hold onto the cheque. Cllr Roberts to speak to other colleagues at SCDC.

Clerk
Cllr
Roberts

The Standing Orders reflect that for quotes under £10,000, there is no need to go out to multiple sources of tender. This to be reflected in the Standing Orders, all Cllr's to take a look at the ones Cllr Wragg has circulated. Approve a 2nd version at the June meeting.

ALL

B) FINANCE MINUTES FROM 19TH APRIL 2016

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee** held in the School Room, URC, Chapel Lane, Fowlmere, Tuesday 19th April 2016 at 7:45pm.

Present: Cllr M Sunderland (Chair), Cllr T Bearpark, Cllr C Crowther, Cllr J Houghton, Cllr C Howe, Cllr D Roberts, Cllr M Vinton, Cllr S Wells, Cllr L Wragg and Mrs J Wright Clerk. Various members of the public were also present.

1. Apologies for absence

There were no apologies as everyone was present.

2. Minutes of previous meeting/Matters Arising

The minutes of 19th January 2016 had already been agreed and signed at a previous PC meeting.

3. Review of income and expenditure.

a) Royston Community Transport Donation

£300 was donated last year and it is a service well used by residents of Fowlmere. Cllr Roberts proposed to repeat the donation at the same level, Cllr Howe seconded and all agreed.

b) Audit

The Clerk is on schedule with submitting the paperwork to the internal auditor – she is just waiting for an update on the Cambridge Building Society account. The spreadsheets for the year end have been completed and circulated to all Cllr's.

4. Precept

There is nothing to report yet, as the 2017/8 process has not yet begun.

5. Trees, Grass and Hedges

a) Grass Cutting Contract

Hardy's have revisited their cost to the PC's satisfaction and have started work for the year.

Cllr Howe suggested that it is worth looking at Thriplow's (new) grass contract in a year's time and also Foxton's.

6. Future Projects

a) Village Hall Slide

The PC have taken on board that the play equipment at the Village Hall is lacking. This is to be considered further at the end of the year. More families are using the Village Hall/Recreation ground

	<p>and it would be good to boost that area. An additional item could be added to the Butts too</p> <p>7. Other Matters Cllr Roberts would like to approach the Planning Consultant that Foxton have previously used, in relation to possible work relating to the Welding Alloys site if the application progresses. Cllr Wragg to approach. Cllr Roberts proposed, Cllr Sunderland seconded and all agreed in principle, if his services will be required.</p> <p>8. Date of next meeting Tuesday 19th July 2016 (presumably 7:00pm), prior to the PC Meeting at the URC, Chapel Lane.</p> <p>The meeting closed at 20:07pm.</p> <p style="text-align: center;">*****</p> <p>The minutes were agreed and signed.</p> <p>C) PARISH COUNCIL INSURANCE Cllr Houghton proposed, Cllr Roberts seconded and all agreed to move the PC Public Liability to Zurich Municipal from Aon, at a cost of £821.31 which is a saving of £450.</p> <p>D) ADDITIONAL PLAY SPACE / PLAY EQUIPMENT / INSPECTION The 3rd option needs a contact - Cllr Crowther to look into this. Cllr Roberts had had a comment that the village is already well provided for, in terms of play space. Maintenance costs will be an issue for whatever space is achieved.</p> <p>The ROSPA Inspection has now taken place and Dave Salmons is quoting for the necessary remedial measures.</p> <p>E) QUEEN'S BIRTHDAY CELEBRATIONS Copies of the insurance need to be seen, the band is not covered by insurance. Cllr Wragg to look into this. A tug-of war rope is needed, Cllr Crowther to look at the VH. There have been some comments that the VH will not let the football club play there. This is not true. It is the Football Association who will not allow it, not the Village Hall. Dorothy Woods would like that noted. Clerk/Dorothy Woods to put it on Facebook.</p>	<p>Cllr Crowther</p> <p>Cllr Wragg Cllr Crowther Clerk</p>
19.	<p>CORRESPONDENCE: The correspondence list was noted</p>	
20.	<p>ACTION LIST UPDATE: The action list was updated accordingly.</p> <p>Flint Cross, there are still only groundworks, nothing is actually being built on the site yet but the straw bales are quite extensive. Cllrs to keep a watching brief.</p>	

