

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE SCHOOL ROOM, UNITED REFORM CHURCH, CHAPEL LANE, FOWLMERE
TUESDAY 18TH OCTOBER 2016 AT 7:30 PM**

PRESENT: Cllr L Wragg (Chairman), Cllr T Bearpark, Cllr C Howe, Cllr D Roberts, Cllr M Sunderland, Cllr S Wells, Cllr M Vinton and Mrs J Wright (Clerk).

IN ATTENDANCE: Mrs Woods, Mrs Flynn, Cllr Topping

		Actions
1.	APOLOGIES FOR ABSENCE: There were apologies from Cllr J Houghton, Cllr S Crowther	
2.	DECLARATION OF INTEREST IN AGENDA ITEMS: There were no declarations	
3.	MINUTES OF THE PARISH COUNCIL MEETING OF 12TH SEPTEMBER 2016: The minutes were agreed and will be signed as a true record.	
4.	MATTERS ARISING: There were no matters which were not to be covered in the agenda	
5.	<p>COUNTY COUNCIL AFFAIRS: Cllr Topping attended the meeting:</p> <p>Clerk to check the gritting routes on the e-mail sent earlier in the week, to ensure Fowlmere had not been excluded in any way.</p> <p>Re the calibration of the traffic lights at Harston – Cllr Topping has been told that this is apparently the 'best approach', which he and the PC acknowledges is not desperately helpful. The arrows should be on one unit, not two different ones and the current configuration causes some danger for people stopping unnecessarily.</p> <p>Re the Highways Initiative – the PC feel that it is an unsatisfactory experience and has no confidence in the process and will not waste time in applying again.</p> <p>A) TRAFFIC / SPEEDWATCH QUESTIONNAIRE AND 2017/8 BID The speeding figures in the data indicate a persistent problem – the PC is applying to the PCC for a ANPR camera to try and change driver behaviour. Cllr Roberts said Fowlmere Facebook has had a lot of references recently regarding speeding – it's not the immediate responsibility of the PC, despite the fact we are taking steps to try and help to reduce speeding. Cllr Topping thinks it will still be worth applying for the Highways bid. Cllr Wragg consulted colleagues and said they <i>would</i> try to apply again. Costings will need to be obtained in order for Cllr Howe to progress the application.</p> <p>Cllr Wragg asked Cllr Topping if he was aware if Butts View had ever been adopted by the County Council – this is an urgent request and he will look into it.</p> <p>Cllr Topping also reported that there are travellers at the Sawston 'bonfire' site and the Trumpington P&R, so there is quite some movement in the area.</p> <p>The proposed letter to Jason Ablewhite, PCC was discussed and agreed - Clerk to send from Cllr Wragg.</p> <p>Clerk to circulate details of the next Speedwatch training session to those who expressed an interest and it was agreed that FPC would cover mileage expenses at 45p a mile.</p>	<p>Clerk</p> <p>Cllr Howe /Clerk</p> <p>Cllr Topping</p> <p>Clerk</p> <p>Clerk</p>

	<p>B) DUMPING NEAR SCHOOL CAR PARK Cllr Wragg expressed dissatisfaction at the fact this work has not even started - there needs to be an explanation as to why it has been 3 months and still nothing has been done. This could lead to a serious problem with liability for the County Council. Cllr Topping to chase and report back this week – the PC thanked Cllr Topping for this.</p>	Cllr Topping
6.	<p>VILLAGE HALL CHANGING ROOM REFURBISHMENT: A) CHANGING ROOM REFURBISHMENT The design needs to include an accessible toilet. Mrs Woods shared the revised plans with the PC who were fully supportive of this.</p>	
7.	<p>DISTRICT COUNCIL UPDATE: Cllr Roberts reported on the monthly update that all Cllrs received from SCDC. Also, there is no response on the Welding Alloys site planning application which is taking a considerable amount of time.</p>	
8.	<p>SUSTAINABLE PARISH ENERGY PARTNERSHIP EVENT UPDATE: All Cllrs have leaflets for delivery in the village for the event. Please can as many Cllrs as possible come along to the event on Wednesday 2nd November from 5-7pm at the URC. Clerk to pass the information to Janice Thompson.</p>	Clerk
	<p>PLANNING COMMITTEE: A) PLANNING MINUTES FROM 12TH SEPTEMBER AND 12TH OCTOBER 2016:</p> <p>MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE PAVILION ROOM, FOWLMERE VILLAGE HALL, FOWLMERE ON MONDAY 12TH SEPTEMBER 2016 AT 7:20PM</p> <p>PRESENT: Cllr D Roberts (Chairman), 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, Cllr T Bearpark IN ATTENDANCE There was no one in attendance</p> <p>1. Declarations of interest (if any)</p> <p>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.</p> <p>2. S/2250/16/LB Reconfiguration of existing first floor sanitary ware to include replacement soil pipe and new shower tray. Installation of new ground floor Saniflo WC unit to existing cloakroom Hope Cottage, Long Lane, Fowlmere, SG8 7TA Mr David Myers</p> <p>Fowlmere Parish Council support this application as long as the Conservation Department are happy with it and as long as it complies with Building Control.</p> <p>3. S/1827/16/FL Single Storey Side Extension</p>	

10 Rectory Lane, Fowlmere, SG8 7TL

Mr Rick Williams

Fowlmere Parish Council have no objections to this application.

4. TP461

Application to carry out tree works subject to a TPO or situated within a Conservation Area

21 Ryecroft Lane, Fowlmere

JW Salmon

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

The PC notes that there is to be an Ash to be replanted (Tree Officer to advise if this is an appropriate replacement)

5. S/1213/16/OL

Amended description and highways information

Outline application for residential development of up to 45 dwellings and office building

Welding Alloys Ltd, The Way, Fowlmere, SG8 7QS

Mr Simon Dazeley, Hawkstar Developments Ltd

The Clerk explained that she has requested clarification of the actual updates and an extension to the 21 days – this has not yet been acknowledged or actioned. Clerk to add that we also require in full, the Highways Department Information, as we understand there may be concerns from Anglian water, please can he (David Thompson SCDC Planning) advise what they are? Also an update on e-mail re contaminated water to be requested.

6. S/1726/16/FL

For Information Only – Permission Granted

New Access

Seven Elms, Long Lane, Fowlmere, SG8 7TG

Mr and Mrs C Wall

The Parish Council noted the decision

7. S/0736/16/FL

For Information Only – Permission Granted

Garage Conversion and extension to form store

Sear Acre, Lynch Lane, Fowlmere, Sg8 7SX

Mr & Mrs S Rae

The Parish Council noted the decision

8. S/2738/15/LD

For Information Only – Permission Granted

Certificate of Lawfulness for the change of function of the site (within the caravan park) from

garaging, storage and ancillary uses to the siting of 6 caravans for the purposes of human habitation

Appleacre Park, London Road, Fowlmere, SG8 7RU

Westwood Commercials

The Parish Council noted the decision

9. Other Matters and Updates

The meeting closed at 20:05pm

MINUTES OF A **MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE** HELD IN
THE DOROTHY PLUCK ROOM, ST MARY'S CHURCH, HIGH STREET, FOWLMERE ON
MONDAY 12TH OCTOBER 2016 AT 6:30PM

PRESENT: Cllr D Roberts (Chairman), Cllr T Bearpark, Cllr S Crowther, Cllr S Wells,
Cllr L Wragg and Mrs J Wright (Clerk).

APOLOGIES: Cllr J Houghton, Cllr C Howe, Cllr M Sunderland, Cllr M Vinton

IN ATTENDANCE Mr Cooley

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. The Results of the Sequential Flood Risk and Exception Test Assessment of S/1213/16/OL (Outline application for residential development of up to 45 dwellings and office building, **Welding Alloys Ltd, The Way, Fowlmere, SG8 7QS, Mr Simon Dazeley, Hawkstar Developments Ltd)**

CCC have objected to this application (on traffic and access issues), as have The Environment Agency (the site is within the flood plain, including the entrance). SCDC Planning are saying that a sequential test needs to be done and if the result is negative, then they will look further. It is unusual that the EA would ask about other available sites. FPC asked for an explanation of the test - SCDC Planning have told Cllr Wragg that it is because it is in Flood Plain 3 and it's the NPPF (National Planning Policy Framework) who require it.

FPC feels very strongly that there is no obligation to look for another site – there is a red traffic light over this site and there should be no development. Cllr Wragg/Roberts/Bearpark meet on Monday 17th October at 10:00am to produce a response.

Cllr Roberts added that FPC can also give information of previous flooding issues, including the building of the bungalow at The Way a couple of years ago. The response will be circulated to all Cllrs for agreement. Clerk to inform David Thompson that he will receive a response on Tuesday 18th October.

3. S/0008/15/CW - For Information Only – Permission Granted

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

Fowlmere Parish Council noted the decision.

4. S/2449/16/LD - For Information Only

Certificate of Lawfulness Development Application for the siting of fifteen static caravans for the purposes of permanent residential occupation

Appleacre Park, London Road, Fowlmere, Cambridgeshire, SG8 7RU

Mr Hart, Westwood Commercials

Cllr Wells and Cllr Bearpark declared a personal and prejudicial interest due to their work and home location and left the room at 18:44 Before he did so, Cllr Bearpark presented a revised plan which has been submitted to SCDC today but FPC cannot judge this as it has not been sent out by SCDC.

FPC is not happy that the number of homes could be doubled without it being put through the proper planning process. FPC is concerned about the manner in which it has been brought forward and think it should require a formal planning application to be put in and would like to know why this has not happened and require an explanation, as it impacts on the quality of life for existing residents.

Cllr Bearpark and Cllr Wells returned at 18:52

5. S/1746/16/LB - For Information Only – Permission Granted

Installation of boiler and demolition of timber and asbestos shed

Hill View Cottage, High Street, Fowlmere, SG8 7SJ

Ms Anne Devenport, Cambs HIA

Fowlmere Parish Council noted the decision.

6. Other Matters and Updates

Cllr Roberts reported on the digging for service trenches at the edge of The Butts on the new Ion Science site by the Fire Engine Shed. The access gate has been blocked as well which could be dangerous if an ambulance needs access to The Butts. The plans confirm it is parish land they have dug on and no permission has been sought. A Right of Easement is required and charges need to be paid. Cllr Wragg and Cllr Roberts will be meeting with the site manager at 9:00am on Thursday 13th October and activity must be ceased until this is resolved or a temporary injunction could be sought. Cllr Wragg added that the village cannot be treated with contempt in this way and the village rights should be enforced. This must be followed by a letter confirming what has been said.

A Parish Planning Meeting at SCDC was attended by Cllr Bearpark and Cllr Wragg – communications are going to improve between the District and Parish Councils, the pre-application will now be completely public, the 5-year land supply issue is still dragging on into next year. 5 Year Land Supply to go on the next PC agenda under Planning.

The Clerk reported a complaint about the amount of dog poo on The Butts. The PC should take advice from SCDC as to the problem of enforcing a fine for clearing up after a dog – this would be in the form of a by-law.

Cllr Wragg circulated a summary of the speeding information which the Clerk is to put on both noticeboards.

Cllr Bearpark commented on the overgrown hedge on the bend in Pipers Close – Clerk to contact Mr Sheldrick to ask him to kindly get it trimmed back as this will prevent cars putting too far out.

The meeting closed at 19:15

The minutes were agreed and signed with an additional note to follow re Item 6 on 12th October.

B) KING STREET HOUSING – ALLOCATION PROCESS

	<p>Cllr Roberts reported on the allocation issues at KSH / SCDC. Cllr Wragg and Cllr Roberts have been trying to get SCDC to meet with them to discuss this further and a meeting should be held next week. These issues have unfortunately cast doubt over the whole process.</p> <p>C) 5 YEAR LAND SUPPLY Cllr Wragg and Cllr Bearpark had attended a parish planning training session recently – there are 18 months left to run on this. SCDC are looking to become more efficient in some areas eg the pre-application meetings/discussion documents should now all be made public and PC's are to be invited to attend meetings.</p> <p>The meeting was opened to members of the public and press</p> <p>The Clerk had been approached by a Mrs Payne of Pipers Close who was querying the height of her neighbours' fence in the front garden. Cllr Roberts thought it could be allowed as high as 1.9m (6ft) but she would double check. The same person had also approached Mrs Woods as the Chair of the Village Hall Committee about the fact that the same neighbours had added a gate to their rear fence. This was thought to be primarily because the oil tank hose couldn't access the tank in the rear garden through the property as there is no side access due to a recent extension. Cllr Wragg and Cllr Roberts said they would take a look.</p> <p>The Clerk read out a letter from Mr Pollard in Rectory Lane who was bringing the issue of ivy/overgrown hedge on a streetlight to the attention of the PC – again, Cllrs were invited to take a look, to see the extent of the problem.</p> <p>The meeting was then closed to members of the public and press</p>	<p>Cllr Wragg/ Cllr Roberts</p> <p>All</p>
10.	<p>BURIAL BOARD: A) UPDATE T&C'S OF THE CEMETERY Cllr Roberts reported on a complaint from the Barker family over the perceived change in regulations over allowing a design to be on the reverse of a stone when the PC had previously refused 'wording' on the reverse.</p> <p>There has also been mention of some solar lights, trinkets and ornaments on graves and it was suggested to add in a time limitation for these extra trinkets to be removed once the grass is to be sown for example.</p> <p>The amendments to the T&C's were read out and agreed but it was suggested that Cllr Wragg and Cllr Roberts take a look at the Cemetery and look to undertaking a further review.</p>	<p>Cllr Wragg / Cllr Roberts</p>
11.	<p>REPORT ON FOWLMERE WAR MEMORIAL The two quotes were discussed (Ivett and Reed have failed to even attend, let alone provide a quote, despite several phone calls and e-mails.) The Fairhaven Stone price was £6619.54 plus VAT and the Hibbitt and Son price was £873.42 plus VAT. Cllr Roberts proposed to accept the Hibbitt and Son quote, Cllr Vinton seconded and all agreed.</p> <p>The Clerk to reply back to Needham Haulage with the requirements of the PC, but asking him also to bear in mind there will also be the cost of a replacement planter and there may also be the cost of a planning application to include too (Clerk to check with SCDC/Conservation Dept).</p> <p>Clerk to look into sourcing the replacement planter.</p> <p>Cllr Roberts had added that she had finally been sent the paperwork to complete from the police on the matter.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	The PC agreed to a donation of £50 for the Royal British Legion for the wreath to be presented at the War Memorial on 13 th November. Clerk to organise the cheque for the November meeting.	Clerk
12.	<p>TREES, GRASS AND HEDGES:</p> <p>A) RESULTS OF THE VILLAGE TREE SURVEYS The Clerk circulated the results of the tree survey and the initial costings for the resulting work which added up to £18,000 over the 2-year period. It was agreed that the Clerk should be asked to verify the priorities with the SCDC Tree Officer - particularly the 6 month recommendations.</p> <p>B) SAVILE WAY PLANTING Following the reply back from Lamorna Thomas, the PC agreed that it did not wish to continue with the current maintenance plan and asked the Clerk to contact the contractor the Chequers uses who might be better able to regularly maintain the area.</p> <p>C) PROTECTED VERGES The Protected verges have been cut and invoiced but it was noticed that there was a lot of rubbish in the verges. The PC noted that local resident Pat Rowley is very public spirited in helping to collect rubbish in the village and asked the Clerk to arrange for a gift at Christmas for him as a token of their appreciation.</p> <p>It was noted in the latest FATN that Thriplow PC are unhappy with their new grass cutter. We had sought a quote from them earlier in the year, so it was noted that we wouldn't approach them again when we next go out to tender.</p> <p>The Clerk from Thriplow has now replied to say they will put the issues of the bad state of repair of the footpath between Fowlmere and Thriplow on their next agenda, and apologised for the delay.</p>	Clerk Clerk Clerk
13.	<p>FINANCE & GENERAL PURPOSES:</p> <p>A) CHEQUES PAID:</p> <ul style="list-style-type: none"> October 2016 • Mrs J Wright, August 16 Salary - £659.56 • Chairman's Allowance - £150.00 • Refund for Toner purchased (Amazon) – 43.14 • NEST Pension Contribution - £3.15 • Agriplant Protected Verges - £720.00 plus VAT • Fowlmere Friendship Club Donation towards Xmas Dinner - £250.00 • Acacia Tree Surgery – Village Tree Survey - £750.00 plus VAT • Seniorlink Eldercare Sept 16- £82.86 • J Wright Telecoms Sept - £31.12 • L Wragg - Mileage return to Cambourne - £18.90 • Eon – Chapel Electricity - £42.81 • D Salmons -fitting bench and removing Ivy etc from Fire Engine Shed - £370.00 • Hardy Landscapes September 2016 - £1163.00 plus VAT • PKF Accountants - External Audit Fee - £200.00 plus VAT • Realise Futures - fixings for new bench - £18.50 [plus VAT • Cheques in - £30 from Newlings re Barnes Memorial Stone • DD in – 2nd half of precept - £17,782.50 • To come - £59.99 for 13 month of Office 365 (1 month free) <p>Balances at Bank as of 6th October 2016: Current A/C (Santander) £56,986.89 Deposit A/C (Santander) £20,042.28 Cambridge Building Society £40,000.00 Petty Cash £211.91 (£44,620.58 of this is Section 106 Money)</p>	
	B) FINANCE MINUTES FROM 12TH OCTOBER 2016	

	<p>Minutes of the meeting of Fowlmere Parish Council Finance and General Purposes Committee held in the Pavilion Room, Village Hall, Fowlmere Monday 12th September 2016 at 7:00 pm</p> <p>Present: Cllr M Sunderland (Chairman), Cllr J Houghton, Cllr D Roberts, Cllr M Vinton, Cllr L Wragg and Mrs J Wright (Clerk).</p> <p>Also in Attendance: No one else was in attendance</p>	
1.	<p>Apologies for Absence: Cllr C Howe, Cllr T Bearpark, Cllr S Wells (arrived 7:30pm), Cllr S Crowther (arrived 7:30pm)</p>	
2.	<p>Minutes of the Previous Meeting/Matters Arising: The minutes were agreed and signed.</p> <p>The Section 106 paperwork has been acknowledged by SCDC.</p>	
3.	<p>Fowlmere War Memorial: 3 quotes have been requested. One has been received – Clerk to chase the other two. FPC’s Insurance company has been informed. The Local PCSO has advised that they will not be taking any further action against the driver as they <i>did</i> report the accident to their company that night. Planning Permission (Listed Building) would be needed too. The Site Manager at Ion Science has been very supportive.</p>	Clerk
4.	<p>Review of Income and Expenditure The latest Financial spreadsheet was circulated.</p>	
5.	<p>Precept All costs to increase by 1%. Clerk to prepare for the next meeting. The tree surveys may be costly, Clerk is waiting for these to come in and they have been promised by the end of September.</p>	Clerk
6.	<p>Trees, Grass and Hedges a) Tree Surveys Mentioned above. Re Savile Way – this needs a letter to ask what could be done re weeding on a regular basis and if it can’t be maintained, it needs to be outsourced elsewhere. Clerk to contact Lamorna</p>	Clerk
7.	<p>Future Projects a) Letter from Hearing Help It was agreed not to progress</p> <p>b) Request from Fowlmere Friendship Club It was agreed to donate the same amount £250.00 - Clerk to check it shows up in the accounts.</p>	Clerk

	<p>There are other Fowlmere organisations who might be able to benefit – they would need to approach the PC?</p> <p>Play equipment – Cllr Wragg has downloaded a brochure for Hags, who have very robust, modern looking play equipment. Clerk to request a hard-copy brochure.</p>	Clerk
8.	<p>Other Matters</p> <p>There were no other matters</p>	
9.	<p>Date of Next Meeting</p> <p>Tuesday 15th November (presumably at 7:00pm, prior to the PC Meeting at the URC, Chapel Lane)</p> <p>The meeting closed at 7:35pm</p>	

	<p>*****</p> <p>The Finance minutes were agreed and signed</p> <p>Clerk to pass on the HAGS Playground brochure to Cllr Roberts</p> <p>C) VILLAGE ASSETS</p> <p>There are three bus shelters in the village - the one in the Thriplow Road certainly needs some attention. The Clerk to ask Dave Salmons to assess for repairs on all three. It was asked if Section 106 money could be used – Clerk to check?</p> <p>The state of the Fire Engine Shed on The Butts was discussed which needs some repair work – the nearby digging has certainly acerbated this need, but it has now at least been underpinned. Ray the Ion Science Site Manager has said it needs a metal lintel, new brickwork on the arch and some plastering work. Clerk to seek quotes for this work once the situation regarding services digging has been rectified.</p> <p>Clerk to make sure the 3 x bus shelters, the Memorial Well and the Fire Engine Shed are added to the Asset Register.</p> <p>D) GATEWAY TO THE BUTTS</p> <p>The Clerk to write a letter to Martin Sheldrick to ask his intentions regarding the gate, in the first instance.</p> <p>E) BUDGET FOR PROPOSED PRECEPT</p> <p>It was proposed that a 1.5% increase is considered and the Clerk to circulate the prepared figures. Tree work must be considered and should be paid for from reserves rather than an increase in precept.</p>	<p>Clerk</p> <p>Clerk Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
14.	<p>CORRESPONDENCE:</p> <p>The correspondence list was noted.</p> <p>The letter to David Thompson regarding Welding Alloys at SCDC was circulated. Cllr Sunderland proposed, Cllr Bearpark seconded and all agreed for the Clerk to send the letter.</p> <p>The Clerk read out the response from Mr Sheldrick who is attending to an overgrown hedge on his land and he has alerted the PC to some tree work that is to take place on his land this autumn.</p> <p>Clerk to circulate menu for Christmas meal again.</p>	<p>Clerk</p> <p>Clerk</p>

15.	<p>ACTION LIST UPDATE: The action list was updated accordingly.</p>	
16.	<p>OTHER MATTERS: Cllr Roberts reported on the digging of a ditch for new services by the fire engine shed by the Contractors for Ion Science and filled in the Cllrs on the history. Ownership was denied in 1988 but it has now been registered with the Land Registry by another party but the PC has never been approached about this. Clerk to chase the deeds at Hewitsons as soon as possible. Work has stopped immediately on site until there is further resolve. Cllr Roberts has also seen the SCDC Legal Officer and a Right of Easement is required.</p> <p>The date of the next PC Meeting is at 7:30pm on Tuesday 15th November at 7:30pm, following the Finance Meeting at 7:00pm at the United Reform Church, Chapel Lane.</p> <p>The meeting closed at 22:00pm</p>	Clerk