

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE SCHOOL ROOM, UNITED REFORMED CHURCH, CHAPEL LANE
17TH NOVEMBER 2015 AT 7.30 PM**

PRESENT: Cllr L Wragg, (Chairman), Cllr S Crowther, Cllr M Sunderland, Cllr M Vinton, Cllr S Wells and Mrs J Wright (Clerk)

IN ATTENDANCE: Mrs Willis

		Actions
1.	APOLOGIES FOR ABSENCE: Cllr Howe, Cllr Bearpark, Cllr J Houghton, Cllr Roberts to arrive later after a PC meeting at Melbourn.	
2.	DECLARATION OF INTEREST IN AGENDA ITEMS: No items were declared	
3.	MINUTES OF THE PARISH COUNCIL MEETING OF 20TH OCTOBER 2015: The minutes were to be agreed and signed as a true record following the meeting.	
4.	MATTERS ARISING: Cllr Sunderland reiterated the accident that happened at the War Memorial – the Clerk has reported again the problem with unclear white lines in the village to Cllr Topping. There is a hole in the road surface by the War Memorial and the CCC need to put something stronger to cope with the turning tyres – Clerk to report. Westfield Road still needs filling, Clerk to report again.	Clerk Clerk
5.	COUNTY COUNCIL AFFAIRS: Cllr Topping was unable to attend the meeting. A) LOCAL HIGHWAY IMPROVEMENT FUNDING BID, INCLUDING COUNT-DOWN ROAD SIGNS ON CAMBRIDGE ROAD Cllr Howe was unable to attend the meeting but had circulated a report and the PC is waiting for dates to present to the panel. B) ASSETS OF COMMUNITY VALUE The Assets of Community Value paperwork to be completed by the Clerk and Cllr Wragg	Clerk /Cllr Wragg
6.	DISTRICT COUNCIL UPDATE Cllr Roberts reported on the update regarding the Boundary Commission Review – the elections for Fowlmere will not be in 2019 under the new scheme, but will be brought in line for All Out Elections in 2018. The number of District Councillors will be reduced in SCDC from 55 to 45 which means the average number of residents represented per Cllr rises by 1000. Fowlmere & Foxton are likely to be made into a ward with Great and Little Chishill and Heydon. Re the SCDC Planning Portfolio Meeting which discussed the PC rights of requesting planning applications go to the planning committee. This was going against the democratic rights of the parishes and Cllr Roberts was pleased to say the decision was to be deferred for 6 months.	
7.	SUSTAINABLE PARISH ENERGY PARTNERSHIP EVENT The Clerk provided an update to say that she had spoken to SCDC. The PC is looking to book the equipment out in the new year –SCDC will come and show us how it is used and then we book an evening in the village where people come along, look at the equipment and they book a time slot where we pop the things along to their house for an evening/few hours and then it gets passed on. They have thermal imaging cameras (to see where electricity is being lost), a lightbulb library (so you can try out lightbulbs in your own home to see how the light changes, how much more cost effective it	

	<p>is etc and if you like it, it has a card you take along to the shop to say 'I want one of these!') and electricity meters (which tell you how much is being used - put the tumble dryer on whilst you're monitoring it and see how much it increases electricity consumption etc.) They will help us with posters and leaflets for the event. Clerk to chase up re dates.</p>	Clerk
8	<p>WEB-SITE The Clerk updated the PC on the fact that she is in the process of moving control of the web-site to 'in-house' and to thank Nico Schonken for all his help over the last few years once completed – Cllr Wragg to write once the transfer has taken place.</p>	Cllr Wragg
9.	<p>PLANNING COMMITTEE A) MINUTES FROM 20TH OCTOBER & 13TH NOVEMBER 2015</p> <p>MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE SCHOOL ROOM, URC, CHAPEL LANE, FOWLMERE ON TUESDAY 20TH OCTOBER 2015 AT 7:15PM</p> <p>PRESENT: Cllr D Roberts (Chairman), Cllr T Bearpark, Cllr S Crowther, Cllr J Houghton, Cllr C Howe, Cllr M Sunderland, Cllr M Vinton, Cllr S Wells, Cllr L Wragg and Mrs J Wright (Clerk)</p> <p>APOLOGIES:</p> <p>IN ATTENDANCE: Mr and Mrs Allen, Mrs Tokley.</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>The meeting started at 21:05, following the PC meeting, to accommodate the invited speakers at that meeting</p> <p>2. Deputy Chairman for Planning:</p> <p>Cllr Roberts suggested Cllr Bearpark, Cllr Wells seconded, all agreed. Cllr Bearpark accepted.</p> <p>3. S/0008/15/CW - Explanation and prior warning of consultation. Replace an Existing Building with a larger building to house a new energy waste (pyrolysis) plant and extend an access track around the back of the site. Novus Environmental, Novus House, Thriplow, Royston, SG8 7RR</p> <p>The Parish Council share Thriplow Parish Council's concerns and understand there are additional concerns at Duxford Imperial War Museum and recommend refusal. The PC considers that they have outgrown the site, if it is requiring this level of enhanced capability.</p> <p>4. S/2530/15/TP Tree works subject to a TPO or within a Conservation Area Appleacre Cottage, London Road, Fowlmere, SG8 7RU Mr Jerry Jackson</p> <p>The Parish Council has no objections as long as the Tree Officers at SCDC are in agreement.</p> <p>5. S/2207/15/VC</p>	

Variation of conditions 2 (approved plans), 3 (Materials), 4 (Visibility splays), 8 (Traffic Management Plan), 9 (Protected of Scheduled Monument), 10 (Landscape Scheme), 12 (Tree Protection), 13 (Hard and Soft Landscaping Works), 14 (Contamination) to S/1692/14/FL - Demolition of existing bungalow and outbuildings and replacement with new dwelling, closure of existing access from the A505, new access onto B1368 and associated bunding and landscaping.

Ruboic, Flint Cross, Newmarket Road, Melbourn, Cambs, SG8 7PN

The Parish Council are pleased to be consulted this time but the size of the building is contrary to policy for extension of buildings in the countryside, neither does it conform with any of the restrictions and requirements needed to confirm with policies. Whatever mistakes have been made by SCDC Planning prior to this present application, they should not be compounded by giving this approval. The recommendation is therefore refusal.

6. Foxton Local Plan (should be Neighbourhood Plan)

The Parish Council have no comments.

7. S/1516/15/FL - For information Only - Permission Granted
Remove the existing roof & replace it with the ridge raised by 1.0m to provide first floor accommodation, including roof lights and dormer windows, two storey rear extension, single storey front extension and conversion of garage to habitable accommodation.

Laguepie, Top Close, Fowlmere, SG8 7SP
Mr and Mrs James Greenwood

The Parish Council noted the decision

8. S1611/15/FL - For information Only - Permission Granted
Rear single storey extension
20 Ryecroft Lane, Fowlmere, Cambs, SG8 7TT
Mrs Karen Gilliam

The Parish Council noted the decision

9. Other Matters and Updates

The cottages at The Butts have been demolished. The school had concerns and SCDC have attended. Clerk to check if demolition had been granted.

Clerk to check with the Local Government Ombudsman about the submission regarding Lanacre as nothing has been heard.

Cllr Wragg attended a workshop for Cambridgeshire residents.

Planning meeting provisionally set for Tuesday 3rd November 2015. Clerk to book the room at St Mary's

The Inter-village meeting at Melbourn clashes with the next PC meeting - Cllr Roberts has said she'll attend though as PC and District representative. Clerk to share the details.

The meeting closed at 21:30pm

The minutes were agreed and signed. The planning minutes from the meeting on 13th November are to be included on the December minutes.

Clerk

B) PLANNING APPLICATIONS

	<p>Two storey rear extension and part single storey rear extension S/2708/15/FL 11 ST Mary's Walk, Fowlmere, SG8 7TS Mr and Mrs Andrew Page</p> <p>Fowlmere PC has no objections</p> <p>Detached double garage with pool room S/2756/15/FL Newlands, London Road, Fowlmere, SG8 7RU Rev Jez Deacon</p> <p>Fowlmere PC has no objections</p> <p>The meeting was opened to members of the public and press</p> <p>Mrs Willis asked for an update on benches – prices are being sought from Fowlmere joinery – Clerk to chase.</p> <p>The meeting was then closed to members of the public and press</p>	Clerk
10.	<p>BURIAL BOARD: A) CEMETERY CLEAR-UP Several Cllr's came along to help tidy up the Cemetery in quite inclement weather. The Cemetery bin is missing, presumed stolen, Clerk to order a new one. Cllr Wragg thanked everyone attending for their hard work.</p> <p>Re the cemetery gates at Melbourn burial ground – the gates cost £35,000 which Cllr Sunderland suggested is a little out of our price range....</p>	Clerk
11.	<p>TREES, GRASS AND HEDGES: A) SURVEY WORK Acacia Tree Surgery have quoted £750 plus VAT for the survey work to be undertaken (in full leaf in spring). This will provide a 3-year maintenance plan for all PC owned trees in the village from a H&S perspective. After the survey, the Clerk to approach 3 tree surgeons for quotes. Cllr Sunderland proposed, Cllr Crowther seconded and all agreed. Clerk to respond back to Acacia.</p> <p>Cllr Wragg said that complaints had been received about the grass being scalped when last mown – the Clerk to draw the attention of the contractor, Hardy's, to it, to ask what are their comments and proposals regarding payment from the PC</p> <p>The cracked wall at The Green, Clerk to report if there is a reply. Record in the minutes that this has been sent – follow it up with a copy in the post.</p>	Clerk Clerk Clerk
12.	<p>FINANCE & GENERAL PURPOSES A) CHEQUES PAID</p> <p>November</p> <ul style="list-style-type: none"> • Mrs J Wright, Oct 15 Salary - £526.40 • HMRC Oct- J Wright - £121.60 • Seniorlink Eldercare Oct 15 (monthly charge for residents' pendant scheme) - £64.43 • Hardy Landscapes - Oct 15 - £611.78 • J Wright Telecoms Oct refund - £27.25 • CCC contribution to the 2013-14 LHI project of extending the speed limit at the Triangle - £95.72 • Currys Laptop - £411.97, incl £76.99 VAT and £50 Cashback for old laptop • Petty Cash (Clinton Cards stamps) - £30.80, £20 Ryecroft Data printing, mileage return to Melbourn (J Wright and L Wragg cemetery meeting) - £4.50, £6.99 Thriplow Shop Chocolates to Sadie Tokley for delivering traffic leaflets, 	

Stationery Cupboard, box of paper and envelopes £27.96

Balances at Bank as of 6th Nov 2015:

Current A/C (Santander) £41,065.19
Deposit A/C (Santander) £19,953.66
Cambridge Building Society £40,000.00
Petty Cash £354.88
(£39,464.73 of this is Section 106 Money)

B) FINANCE MINUTES FROM 20TH OCTOBER 2015

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee** held in the School Room, URC, Chapel Lane, Fowlmere, Tuesday 20th October 2015 at 7:00pm.

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

1. Apologies for absence

Cllr Crowther was not present

2. Minutes of previous meeting/Matters Arising

The previous minutes of 21st July 2015 had already been agreed and signed at a previous PC meeting.

3. Review of income and expenditure.

a) PC Laptop

The Clerk reported that the PC laptop was very definitely on its last legs and continually crashing despite being 'cleaned' and is getting to scary levels of heat output. The new battery had gained it an extra year of life. Currys offer a trade in value of £50 so Clerk to seek to do that or offer it on Facebook and get a new one for up to £400.00 the last one purchase was in Jan 2011 at £325 plus VAT

b) Fowlmere Friendship Club Donation of £250

The PC discussed this at the last PC meeting and made the donation again this year towards the Christmas meal for the Friendship Club. Clerk to arrange cheque.

c) Donation to the Village Hall

£1500 agreed in principal. Dorothy Woods was awarded £1000 from SCDC, (all awards were capped.) and the cheque has been received. Other funding has been received from other companies in the village, totalling £7000. The total cost still exceeds this, the flooring is very expensive. Cllr Sunderland asked for a copy of the revised costs, when Dorothy has them all in.

4. Precept

a) Assess contracts in the Autumn

The Clerk has started the process of looking at contracts for grasscutting, protected verges and seniorlink.

Clerk to send around a budget for discussion at the next meeting, raised by 2% inflation.

5. Trees, Grass and Hedges

a) Village Trees

The Clerk is contacting 3 companies about quoting for producing surveys for the 5 areas in the village that the PC has responsibility for tree work (Cemetery, Village Hall, Ryecroft Lane green area, Moat and the Rectory Lane side of the SCDC area of land at the end of Dovehouse Close.) Clerk trying to spread the programme over 5 years, rather than 3 if possible.

b) Cemetery Trees (fruit trees),

It was suggested getting a couple of walnut trees, one for each end and a crab apple, possible an old-fashioned pear.

c) Protected Verges

These have now been cut and the bill submitted. SDCD cleared the rubbish - very quick response, Clerk to write to Env't Health to thank them

6. Future Projects

a) Village noticeboard/benches on Butts.

The Council agreed to the purchase of a new noticeboard for the use of the village from Fowlmere Joinery of £840 plus VAT, following a comparable quote for £1121.66 plus VAT from Greenbarnes Ltd and £1393 plus VAT from Broxap.

It was agreed that 2 benches would go a) outside the school house, facing in to the green space and b) near the play equipment. Clerk to circulate costs and designs at the next meeting.

b) Village Map Update.

The maps were installed today!

7. Other Matters

There were no other matters

8. Date of next meeting

Tuesday 19th January 2016 (presumably 7:00pm), prior to the PC Meeting at the URC, Chapel Lane.

The meeting closed at 19:30pm.

The minutes were duly signed

C) PROPOSED 2016/17 BUDGET

Fowlmere Parish Council 2016/17 Proposed Budget

	2015/6	2% Increase	Total	Rounded for sense
Salary	£7,800.00	£156.00	£7,956.00	£7,950.00
PC Comms	£350.00	£7.00	£357.00	£350.00
Grass Cutting (Village)	£8,580.00	£171.60	£8,751.60	£8,750.00
Seniorlink	£1,230.00	£24.60	£1,254.60	£1,250.00
Street Lighting	£1,850.00	£37.00	£1,887.00	£1,890.00
Public Areas (CW)	£3,380.00	£67.60	£3,447.60	£3,450.00

School Grass	£450.00	£9.00	£459.00	£460.00
Protected verges	£1,240.00	£24.80	£1,264.80	£1,265.00
Play Equipment	£540.00	£10.80	£550.80	£550.00
Cemetery Bills	£450.00	£9.00	£459.00	£460.00
Hire of Halls	£400.00	£8.00	£408.00	£410.00
Stationery / Postage	£230.00	£4.60	£234.60	£235.00
Training	£160.00	£3.20	£163.20	£165.00
Chairs Allowance	£150.00	£3.00	£153.00	£150.00
Audit / Bank fees	£450.00	£9.00	£459.00	£460.00
Legal Fees	£1,500.00	£30.00	£1,530.00	£1,530.00
Insurance	£1,350.00	£27.00	£1,377.00	£1,380.00
CPALC	£400.00	£8.00	£408.00	£410.00
P'ground Inspection	£200.00	£4.00	£204.00	£200.00
Bus Shelter	£520.00	£10.40	£530.40	£530.00
Donations	£460.00	£9.20	£469.20	£470.00
PC Printer	£200.00	£4.00	£204.00	£200.00
Misc	£3,000.00	£60.00	£3,060.00	£3,050.00
Village Hall/fund allocation	£0.00	£0.00	£0.00	-
	£34,890.00		£35,587.80	£35,565.00
		<u>£697.80</u>		
= 2% increase				
Cllr Sunderland proposed to accept the budget proposal and forward to SCDC, Cllr Wells seconded, and all agreed. Clerk to send.				
D) MAYD DONATION				
The Youth Club in Melbourn is available to the youth of Fowlmere but very few use it as far as the PC is aware. The PC is suggesting offering £200.00 and hoping that more youngsters from the village will				

	<p>use it – more publicity is needed. There are very positive comments about it. Cllr Sunderland proposed, Cllr Vinton seconded and all agreed.</p> <p>A request has also been received from Melbourn Hub for funding but the PC feel it is not appropriate. Clerk to reply.</p> <p>E) BENCHES UPDATE This was covered earlier in the agenda.</p> <p>F) PLAY SPACE WORKING PARTY MEETING This needs to be reorganised – suggested to look at in the New Year, last week of January.</p> <p>G) NEW SENIORLINK REQUEST A request for a unit from Mike Gilchrist at 38 Chapel Lane has been received - all agreed to progress. Clerk to start the ball rolling</p>	<p>Clerk</p> <p>All</p> <p>Clerk</p>
13.	<p>VILLAGE HALL UPDATE The Clerk reported on the letter from Dorothy Woods - £7000 has been raised and the cost of Phase 1 is £7359, without any contribution from the VH, which has a good level of funds in their reserves. It would seem reasonable that the VH contribute the £359 as the PC has contributed previously to tables and chairs this year and it would not be appropriate. The PC would look at future contributions for further phases. The PC could not legally be allowed to fund reserves if the project comes in at a lesser amount. Clerk to reply back to Dorothy Woods.</p> <p>Cllr Wells to ask for electronic versions of the Village Hall minutes when she is at the next meeting to circulate to the PC</p>	<p>Clerk</p> <p>Cllr Wells</p>
14.	<p>CORRESPONDENCE The correspondence list was noted.</p> <p>Re the Ombudsman complaint against the Lanacre planning decision. The feedback from them is that one Council cannot complain about another Council and they asked whether Fowlmere PC had gone through the complaints process at SCDC? Clerk to ask for clarification ie if this complaint will be accepted from Fowlmere PC – ask if the details given in the complaint are adequate to demonstrate how we complained to SCDC? It is appropriate it goes in as ‘FPC’, not as individuals as Cllr Wragg and Roberts were there as representatives of FPC.</p> <p>The Post Office is to be returning to a service at St Mary’s Church on a Friday from 1pm – 3pm and we have been alerted because of the consultation period. To go on the December agenda. Clerk to publicise.</p>	<p>Clerk</p> <p>Clerk</p>
15.	<p>ACTION LIST UPDATE: The action list was updated accordingly.</p> <p>Steve Thulborn is leaving CCC – Clerk to wish him well on behalf of the Parish Council.</p>	<p>Clerk</p>

16.	<p>OTHER MATTERS:</p> <p>Countdown signs on Cambridge Road. How do we go about applying for these? – to involve Cllr Howe on his return – December agenda.</p> <p>Clerk to ask about the water penetration of the Map from the manufacturers of the stands.</p> <p>Parking on pavements in the village – Cllr Sunderland asked if it is allowed. Clerk to check with the PCSO what the rulings are and put on the December agenda – can they be ‘stickered’? The problem still exists at Lynch Lane/Cambridge Road.</p> <p>Christmas Tree – agreement was given for the Clerk to buy one from Phillimores.</p> <p>20mph flashing school signs – there are ‘out of sync’ on High Street – Clerk to report.</p> <p>Cllr Roberts expressed concern that there was no system in place for a family affected by the house fire in Fowlmere earlier in the month. Clerk to seek advice at SCDC as to what is the protocol.</p> <p>The meeting closed at 21:20</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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