

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD  
IN THE PAVILION ROOM, VILLAGE HALL, FOWLMERE  
**MONDAY 12<sup>TH</sup> SEPTEMBER 2016 AT 7:30 PM**

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

IN ATTENDANCE: There was no one in attendance

		Actions
1.	<b>APOLOGIES FOR ABSENCE:</b> There were apologies from Cllr Howe, Cllr T Bearpark and Cllr Topping (District Councillor).	
2.	<b>DECLARATION OF INTEREST IN AGENDA ITEMS:</b> There were no declarations	
3.	<b>MINUTES OF THE PARISH COUNCIL MEETING OF 19<sup>TH</sup> JULY 2016:</b> The minutes were agreed and will be signed as a true record after the meeting.	
4.	<b>MATTERS ARISING:</b> Nothing has been received from any parties – Clerk to reply to Uzma Ali (SCDC), asking where we are with a Housing Needs letter / questionnaire to all households.	Clerk
5.	<b>COUNTY COUNCIL AFFAIRS:</b> Cllr Topping was unable to attend the meeting and did not send a report:  <b>A) TRAFFIC / SPEEDWATCH QUESTIONNAIRE AND 2017/8 BID</b> Cllr Wragg summarised the results of the survey. There had been a good response, and a great majority of responses expressed concern about speeding traffic, and wished to see action taken. A Speedwatch scheme would operate at random intervals and the aim is to change driving behaviour. Some Cllr's do have reservations over having a Speedwatch but the majority support it. It was further decided not to apply this year for funding, but to investigate other things such as a possible SpeedWatch campaign and the ANPR Camera, to satisfy the panel who seem to place great emphasis on Speedwatch.  Clerk to find out about the Speedwatch training – Cllr Roberts to suggest it could be trialled for a fixed period of up to a year. Clerk to keep the people who have volunteered 'in the loop'. Cllr Wragg wants to progress the idea of the camera that is used in Gloucestershire and removes the chance of human error / conflict. The Police Commissioner should be asked to come and talk to the PC.  Melbourn wish to look at the recent traffic data collectively for the villages – Cllr Wragg has offered to help. Lessons could be learnt from Melbourn re New Road. Clerk to ask Vicky from Highways. Cllr Wragg to draft and circulate a letter to Jason Abelwhite.  <b>B) DUMPING NEAR SCHOOL CAR PARK</b> No clear up has happened – Clerk to chase this with Cllr Topping.	Clerk Clerk  Clerk Cllr Wragg  Clerk
6.	<b>VILLAGE HALL CHANGING ROOM REFURBISHMENT:</b> <b>A) CHANGING ROOM REFURBISHMENT</b> Clerk circulated the following report from Dorothy Woods:  <i>"I mentioned to the VHMC at our meeting last Wednesday the fact that the PC had put £40K in their 106 application for the above work.</i>	

	<p><i>Also that the PC had put £12K in their 106 application for replacement play equipment.</i></p> <p><i>I did however point out that nothing is guaranteed at this stage.</i></p> <p><i>Myself and the VHMC are very appreciative of the support from the Parish Council.</i></p> <p><i>We have now agreed to move forward to full plan for submission to Building Control.</i>  <i>I am arranging a further meeting with the architect to discuss some finer details and other points to be considered before she finalises the plan. The committee also have a few questions for her.</i></p> <p><i>She will then come along to a specially arranged meeting (date still to be confirmed) to discuss with the VHMC. I will make sure that I bring this plan to the PC for their comments before submission to Building Control.</i></p> <p><i>Please let me know if anyone from the PC wishes to attend that meeting so that I can ensure I check availability.”</i></p> <p><b>B) REPRESENTATIVE ON THE VH COMMITTEE</b>  Cllr Sue Wells has agreed to remain the representative – Clerk to let the Julie Fletcher know.</p>	Clerk
7.	<p><b>DISTRICT COUNCIL UPDATE:</b>  <b>A) SCDC CONSULTATION REGARDING DEVOLUTION AND AN ELECTED MAYOR</b>  The Local Plan is gradually moving forward. Cllr Roberts reported on other speculative developments being put forward in SCDC. The PC sent in their letter to SCDC, which has not yet been acknowledged in any way.</p>	
8.	<p><b>SUSTAINABLE PARISH ENERGY PARTNERSHIP EVENT UPDATE:</b>  A date has been set of Wednesday 2<sup>nd</sup> November. SCDC will attend – Clerk to advertise the event via SCDC and seek their advice on how to do so. Clerk to also remind Cllr Bearpark and update him.</p>	Clerk Clerk
9.	<p><b>PLANNING COMMITTEE:</b>  <b>A) PLANNING MINUTES FROM 3<sup>RD</sup> AUGUST 2016</b></p> <p><b>MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE DOROTHY PLUCK ROOM, ST MARY’S CHURCH, HIGH STREET, FOWLMERE ON WEDNESDAY 3<sup>RD</sup> AUGUST 2016 AT 7:30PM</b></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 There was no one in attendance</p> <p><b>1. Declarations of interest (if any)</b>  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><b>2. Discussions Surrounding a Potential Long Lane Development Exception Site</b>  S/1726/16/FL  New Access</p>	

**Seven Elms, Long Lane, Fowlmere, SG8 7TG**  
**Mr and Mrs C Wall**

Fowlmere Parish Council supports the application but has concerns regarding its proximity to the bend and potential resulting safety implications, and would expect CCC Highways to inspect it very carefully.

3. S/1746/16/LB

Installation of Boiler and demolition of shed (timber and asbestos shed)

**Hill View Cottage, High Street, Fowlmere, SG8 7SJ**  
**Mrs Anne Devenport, Cambs HIA**

Fowlmere Parish Council supports the application and think that it is a sensible idea which will not affect the building or the Conservation Area

4. TP376

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

**24a Pipers Close**

**Mr Morne Joubert**

Cllr Roberts declared an interest as she is on the Board of Governors with Mr Joubert's wife at Fowlmere School and left the building at 19:46. Cllr Bearpark took over the meeting.

Fowlmere Parish Council supports this application, as long as this is in agreement with the view of the SCDC Tree Officer.

Cllr Roberts returned to the room at 19:50

5. S/1260/16/VC – For Information Only – Permission Granted

Variation of Condition 2 (Approved plan) of Planning Permission S/2829/14/FL

**Land rear of Lanacre, Chrishall Road, Fowlmere, SG8 7RY**

**Purkiss**

The Parish Council noted the decision

6. Cllr Roberts explained the background to the lorry hitting the War Memorial – Needham Haulage of Rotherham was the firm that owned the lorry. Cllr Roberts reported it to the Police, and the owners were contacted, who have verbally admitted liability. The PC needs to write to the haulage firm - a holding letter, *reference to the damage caused by your vehicle on Thursday 21<sup>st</sup> July* to say that it has been referred to the appropriate officer at SCDC, and also confirming that no work is to be done to the Memorial without authority. Clerk to also report it to the SCDC Conservation Officer to ask if we need to undertake a survey, as the Memorial may be unsafe at present? Clerk to also ask the Conservation Officer if the PC needs to contact our insurers. The PC also needs to follow up with the Police. Clerk to receive the pictures.

Cllr Vinton reported he saw a similar incident just this week.

Cllr Houghton asked if CCC Highways investigate this – are Highways responsible for alerting sat-nav firms for changes to roads?? Clerk to start this process with Cllr Topping.

Cllr Roberts / Cllr Wragg to suggest to Ion Science that directions are included in their printed and e-mailed paperwork regarding the best directions to reach them, and that should extend to all the businesses at The Butts.

The Clerk reminded the Cllr's of her forthcoming holiday. Cllr Roberts and Cllr Wragg asked the Clerk to give the SDC Conservation Officer their phone numbers so they could meet on site and to stress that there is a need for swift action!

The Clerk has heard anecdotally that the land at Manor Farm would be closed to dog walkers for a short time in the Autumn whilst extensive tree work took place.

#### **7. Purchase of an additional bench**

It was agreed for the Clerk to progress with the additional bench at The Butts, in green, at a cost of £385, which includes a saving of £65 delivery

It was suggested Cllr's take a look at recent park areas for ideas regarding play equipment - Harston and also Sawston have apparently been redeveloped recently.

#### **8. Other Matters and Updates**

The Clerk reported that the Village Hall could also be included in the Section 106 request for possible funding in terms of the car parks being resurfaced – Clerk to progress the paperwork.

The Clerk reported on the following decisions taken since the agenda was published:

S/0087/16/FL – Permission Granted

Increase the parking area to take 13 cars in marked bays.

**Land at Dovehouse Close, Fowlmere, SG8 7SE**

**Liam Flatters, Housing**

S/2403/15/FL – Permission Granted

Change of use of an agricultural building to a farm shop café

**Deans Farm, Long Lane, Fowlmere, SG8 7TG**

**Mr T Deans**

S/2924/15/FL – Permission Granted

Single storey front extension and two storey side extension

**11 Rayners Close, Fowlmere, SG8 7TF**

**Mr Graham Andrade**

S/1805/16/LD – Received and for information only

Lawful Development Certificate for a single storey, rear, flat roofed extension

**Laguepie, Top Close, Fowlmere, SG8 7SP**

**Mr & Mrs James Greenwood**

The meeting closed at 20:30pm

\*\*\*\*\*

The minutes were agreed and signed

#### **B) BT PAYPHONE PROPOSED REMOVAL**

The existing phone box is unattractive and has been vandalised and can see no reason to keep it – the number of calls has been minimal. The PC has no objection.

	<p><b>The meeting was opened and then closed for questions from members of the public and press.</b></p> <p>An email has been received over the possible use of part of the Green in Ryecroft Way for an overspill party - Clerk to ask if it's afternoon or evening – as there are concerns over precedent setting (insurance / clearing up/steps taken to canvas neighbours) and to mention good local facilities at the VH etc.</p>	
10.	<p><b>BURIAL BOARD:</b></p> <p><b>A) ADDITIONAL INSCRIPTION FOR PAYNE MEMORIAL</b> The PC had no problems with the additional inscription – Clerk to reply back.</p> <p><b>B) UPDATE T&amp;C'S OF THE CEMETERY</b> To be looked at separately by Cllr Wragg and the Clerk.</p> <p>The PC received another stone design from the Barnes family – Clerk to check dimensions but if they comply within the T&amp;C's, then the PC support the design. Clerk to check.</p> <p>The Clerk was given permission to get a skip to clear out the old filing cabinet and inherited paperwork that does not need to be kept or shredded.</p>	<p>Clerk</p> <p>Clerk / Cllr Wragg</p> <p>Clerk</p> <p>Clerk</p>
11.	<p><b>REPORT ON FOWLMERE WAR MEMORIAL</b> Three quotes have been requested to repair the damage caused by the lorry. One quote 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, but FPC cannot apply for it until the exact nature of the repairs needed is known. The Site Manager at Ion Science building site has been very supportive.</p>	
11.	<p><b>TREES, GRASS AND HEDGES:</b> This had been discussed at the previous Finance Meeting.</p>	
12.	<p><b>FINANCE &amp; GENERAL PURPOSES:</b></p> <p><b>A) CHEQUES PAID:</b></p> <ul style="list-style-type: none"> <li>• August / September 2016</li> <li>• Mrs J Wright, August 16 Salary - £660.96</li> <li>• Seniorlink Eldercare July 16- £85.64 and August 16 - £85.64</li> <li>• J Wright Telecoms July &amp; August - £28.23, £28.16</li> <li>• Pavilion Room hire at Village Hall - £24.00</li> <li>• Hardy Landscapes August 2016 - £818.40, Lifting lower branches - £144, Cemetery Hedge - £210</li> <li>• Cambs Acre payroll for July – Sept 2016 - £36.00</li> <li>• Realise Futures (new bench) - £461.40</li> <li>• Cheques in - £5.75, from Power Networks, £20 from Payne for stone amendment</li> </ul> <p><b>Balances at Bank as of 9<sup>th</sup> September 2016:</b> Current A/C (Santander) £46,478.39 Deposit A/C (Santander) £20,042.28 Cambridge Building Society £40,000.00 Petty Cash £266.54 (£44,620.58 of this is Section 106 Money)</p> <p style="text-align: center;">*****</p> <p>Minutes of the meeting of <b>Fowlmere Parish Council Finance and General Purposes Committee</b> held in the School Room, URC, Chapel Lane, Fowlmere, Tuesday 19<sup>th</sup> July 2016 at 7:00pm:</p>	

**Present:** Cllr M Sunderland (Chair), Cllr C Crowther, Cllr C Howe, Cllr D Roberts, Cllr M Vinton and Mrs J Wright (Clerk).

**1. Apologies for absence**

Cllr J Houghton, Cllr L Wragg, Cllr T Bearpark, Cllr S Wells

**2. Minutes of previous meeting/Matters Arising**

The minutes of 19<sup>th</sup> April 2016 had already been agreed and signed at a previous PC meeting.

**3. Review of income and expenditure.**

**a) Audit – Internal Audit Report**

A new form has been required by the external auditors which has cost more money this year for the internal auditors to produce – Clerk to circulate. All paperwork has now been submitted.

**b) Section 106 request from SCDC re Welding Alloys**

James Fisher has requested Fowlmere PC prepare for a request for Section 106 funds prior to a planning decision on the Welding Alloys site. The PC would ideally like to purchase the following, should funds allow:

- i) replacement/new play equipment for the Village Hall, (which is being used a lot more by young people in the village),
- ii) Contribution to the Village Hall Changing Room Refurbishment Project
- iii) to extend the offering on The Butts,
- iv) some possible outdoor gym equipment,
- v) equipment for the potential second Exception site,
- vi) a possible community orchard type of area by the school car park
- vii) and also new benches in the village

Clerk to prepare the paperwork.

**4. Precept**

There is nothing to report yet, as the 2017/8 process has not yet begun. Tree work may need to be included as the results of the survey work are likely to be expensive.

**Trees, Grass and Hedges**

**a) Tree Surveys**

Acacia Trees have completed their survey of the village trees and the Clerk is awaiting their report and recommendations for a 1, 2 and 3-year plan. The dead trees near Dovehouse Close may need further attention soon.

Clerk to ask Hardy's to remove the overhanging eye-level branches from village trees. Cllr Sunderland hopes that street lights which are currently obscured by trees can be cleared as part of the programme of work too.

The Clerk has had a complaint about a tree pushing against the fence of a resident in the alleyway between Chapel Lane and Ryecroft Lane. The alleyway is owned and maintained by SCDC, Clerk to pass on Geoff Clerk's details, the Housing Officer.

**6. Future Projects**

**a) Village Hall Play Equipment**

The Clerk shared some play equipment brochures with Dorothy Woods. Clerk to check with James Fisher at SCDC if work can take place now and still be counted as part of the Section 106 request.

**b) Additional Eco-benches for the Village**

The new benches have been very well received and at the last PC Planning meeting, it was

	<p>mentioned that perhaps the village could benefit from one or two more. It was agreed to have a new bench, same as on The Butts, by the play equipment.</p> <p><b>7. Other Matters</b> There were no other matters</p> <p><b>8. Date of next meeting</b> Tuesday 18th October 2016 (presumably 7:00pm), prior to the PC Meeting at the URC, Chapel Lane.</p> <p>The meeting closed at 7:28pm.</p> <p style="text-align: center;">*****</p> <p>The minutes had been agreed and signed at the previous Finance Meeting</p>	
13.	<p><b>CORRESPONDENCE:</b> The correspondence list was noted.</p> <p>Clerk to chase the Thriplow Clerk re the footpath to Thriplow.</p>	Clerk
14.	<p><b>ACTION LIST UPDATE:</b> The action list was updated accordingly.</p>	
15.	<p><b>OTHER MATTERS:</b> The gate being closed to The Butts was discussed – it has been in use for 60+ years and this seems to be an over-reaction. It has the characteristics of a 'right-of-way' and is 'permitted access'. Clerk to chase the letter sent to Highways.</p> <p>Dates of Meetings for 2017 to be circulated at the next meeting.</p> <p>Xmas meal – Tuesday 13<sup>th</sup> December – at the Chequers – 7:30 for 8:00pm</p> <p>The date of the next PC Meeting is at 7:30pm on Tuesday 18<sup>th</sup> October at 7:30pm</p> <p>The meeting closed at 9:15pm</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>