



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 19th March 2024 at 7:30 PM

PRESENT: Cllr Baker-Oxley, Cllr Brock, Cllr Bryan, Cllr Peter Collinson, Cllr Hobro,
Cllr Mulholland (Chair), Cllr Roberts, Cllr Chris Sargeant

IN ATTENDANCE: The Clerk and approximately 7 members of the public

BUSINESS TO BE TRANSACTED

In accordance with LGA 1972 schedule 12 10(2) (b) which states that business must be specified.

24/019 Apologies for absence (LGA 1972 s 85(1))

Cllr Lennon (illness)

24/020 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

There were none.

24/021 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 16th January 2024.

Proposed by: Cllr Mulholland **Seconded by:** Cllr. Baker-Oxley **All Agreed**

24/022 To receive minutes of Committee Meetings

a) Planning Committee (6th February 2024) ([click here](#))

Proposal: To receive the above minutes

Proposed by: Cllr Baker-Oxley **Seconded by:** Cllr Bryan **All agreed**

24/023 Public Participation Session (including reports received in advance)

a) **County Council update: ([written report click here](#))**

Cllr Peter McDonald had sent his apologies, full report on website. Highlighted points below.

- School places noting 200 less students going into year 7 than last year.
- Central Government funding for School Holiday vouchers was ending, County Council is investing 3 million to continue this scheme in Cambridgeshire.

b) **District Council update: ([written report click here](#))**

Full Report on website. Cllr Hobro highlighted:

- SCDC roving pink electrical recycling bin, can be requested for Parish's for an amount of time rather going to Thriplow. Would Fowlmere like to have this for a period of time?
- **Action Clerk:** to find a suitable location and email.
- Council tax going up by 3%, well below inflation.
- Zero Carbon Grants open applications are open again.
- The Local plan has been delayed. Hoping for update by the middle of the year. Issues holding up the local plan is water supply and transport. The Michael Gove plans and discussion with the government is a help with what's happening in the local area. Has brought issues to the government that seem to be helping.

c) **Open Forum (not to exceed 15 mins) started @ 19:39**

Open Forum to provide an opportunity for members of the public to raise questions and to comment on any other items that are on the current agenda.

- A resident asked if the public participation session could be moved to the end of the meeting.
The Chair replied that it is best practice to have a participation session near to the beginning of meetings.
- A resident noted that after attending a Melbourn Greenway meeting in Shepreth, he felt the Greenways scheme didn't go far enough. Are there plans for a cycle link to Foxton along Fowlmere Road?
Cllr Hobro replied that a greenway link from Fowlmere to Foxton is part of the strategic planning the CC would like to deliver in the future when budgets allow. The Parish Council would look to play an active part in any future consultation.
- A resident noted that the Allotments report was very thorough and would be interested in a plot if the idea was successful.

Public participation ended @ 19:48

24/024 Road Safety and Highways

a) Items reported to CCC Highways [click here](#) to reports a highways problem

Cllrs Brock & Bryan had reported a number of potholes.

There was a question regarding the water levels along Long Lane and if the grips need to be re-cut.

Action: To report the grips to CCC Highways via the same reporting link.

b) London Road / Pipers Close; pavement flooding and drainage problems

A meeting had been had with Drainage and resilience team which had noticed that the drains were blocked. Had agreed to come back to "lift and inspect"

Action: Clerk to follow up

c) Speedwatch and MVAS [update]

Once Speedwatch co-ordinator is better will be organising some sessions.

Cllr Collinson has replaced batteries, look to move MVAS to Long Lane.

Action: Cllr Mulholland & Cllr Collinson to move the MVAS end of this week.

d) LHI working group [update]

Thriplow Road (little triangle) - bollards: Cllr McDonald had spoken to officers and it won't be possible to get them installed as part of routine works. It would need to be either as part of the next wider LHI, or as a PFLHI. County officers still need to approve the work, and there will be costs for the officers time.

Action: Cllr Hobro to get costs.

There is due to be an LHI working group meeting next week.

24/025 Reports from meetings attended and/or training attended

- Cllr Brock attended a NALC Course: "The Benefits to Local Councils from the Levelling up Agenda"
- Clerk attended NALC Course: The Good Bad & Ugly of Social Media in the Local Council Sector.
- Clerk attended Internal Audit Webinar - reminder on the importance of internal Audit, not just about finances but the processes.
- Cllr Mulholland attended a webinar on the New Website.
- Clerk and Cllr Mulholland met with Hope CIC for the New Food Hub, put things in place, organised leaflets.
- Clerk had a meeting with SCDC Watercourse Officer re: Round Moat and drainage into Wardington Bottom/Brook.
- Clerk had an Asset of Community Value Meeting with SCDC - re: application before submission.
- Clerk and Cllr Mulholland had meetings with Calloo, HAGS, & Wicksteed, & meet with the Village Hall re Equipment up at the recreation ground.
- Cllr Mulholland and Mr Peter Burge attended Daffodil Weekend Meeting re the traffic management through Fowlmere and distribution of the cones along the High Street.
- URC Working Group had met.
- Clerk had a meeting with school regarding Round Moat and the Drain, and the importance of keeping it clear.
- Cllr Mulholland had a meeting with Royston Allotments Society
- Cllr Mulholland had a meeting with Sheldrick Farming re: Allotments.

24/026 Finance

a) To note: the financial situation of the council up to 9th March ([click here](#))

b) Bills paid since last meeting (as per financial regulation 5.5)

- DD Doro Care UK **£442 (Feb & March)** (personal alarms) (LGA 1972 s137)
- DD Doro Care UK **£200.97** (personal alarm set up costs x 3) (LGA 1972 s137)
- DD British Gas Lite Cemetery **£28.55** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£34.24** (Feb & March) (Cemetery Bin Collection) (LGA 1972 s.214(2))
- DD Lebara Mobile **£7.90** (Jan & Feb) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£7.90** (Jan & Feb) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card admin charge **£6.00** (Jan & Feb) (LGA 1972 s.111)
- DD Microsoft **£17.52** (365 subscription Feb & March) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (Jan & Feb) (LGA 1972 s.112)
- Fowlmere Village Hall **£48.00** (Jan & Feb) (meeting room hire) (LGA 1972 s.134(4))
- Hardy Landscapes **£1810.00** (Hedge Cutting) (Open Spaces Act 1906 ss9-10)
- Storage Rent and expenses **£200** (Feb & March) (LGA 1972 s.111)
- Office Sundries **£73.33** (LGA 1972 s.111)
- Fowlmere Primary School **£198** (Butts Grass cutting April Sept 23)(Open Spaces Act 1906 ss9-10)

- Screwfix **£31.46** (Orange Netting for Round Moat) (Open Spaces Act 1906 ss9-10)
- Emerald Landscapes **£2800.00** (Beech Tree) (Open Spaces Act 1906 ss9-10)
- Melbourn Buildings **£2006.25** (Bus shelter) (Open Spaces Act 1906 ss9-10)
- Ian Wilson **£228.23** (RoSPA work and emergency tree work) (Open Spaces Act 1906 ss9-10)
- Ian Wilson **£116.56** (kissing gate) (Open Spaces Act 1906 ss9-10)
- Shelford Tree Services **£6000.00** (planned and emergency work in round moat) (OpenSpacesAct 1906 ss9-10)
- Gates near me **£160** (street sign project) (Open Spaces Act 1906 ss9-10)
- Scribe **£334.08** (LGA 1972 s.111)
- NALC Courses **£86.74** (LGA 1972 s.111)
- ICO **£35** (LGA 1972 s.111)

Proposal: To Note Bills Paid. **All Agreed**

It was noted that the works to both the Kissing Gate and the Beech Tree had been very worthwhile.

c) Bills to be paid (as per financial regulation 5.5)

- **£148 per annum** (SLCC Renewal) (LGA 1972 s.111)
- **£ 532.54 per annum** (CAPALC renewal includes £50 DPO) (LGA 1972 s.111)

Proposal: To pay the above invoices and continue memberships with SLCC and CAPALC.

Proposed by: Cllr Collinson **Seconded by:** Cllr Bryan **All Agreed**

d) Income: To note:

- EDF Energy Rebate: **£15.88**
- Savings Account Interest: **£1162.21**
- Cemetery Fees **£950.00**
- Opus Rebate **£360.53**
- s.106 (Shaw Close) **£49,226.65**
- VAT Rebate **£3413.10**

e) Internal Audit

Proposal: To agree using LGS services (as last year) **£155**

Proposed by: Cllr Sargeant **Seconded by:** Cllr Roberts **All Agreed**

f) Clerks Overtime: ([click here](#))

Cllr Mulholland declared an interest and handed the Chair to Cllr Baker-Oxley.

There was a discussion about how the HR committee were progressing with reviewing the Clerks contract. Overtime was hard to budget for. It was noted that the HR committee had had difficulty arranging a meeting time and hoped to resolve this by co-opting an addition member.

Proposal: To approve overtime payment.

Proposed by: Cllr Collinson **Seconded by:** Cllr Sargeant **All Agreed**

Cllr Mulholland did not vote.

The Chair was handed back to Cllr Mulholland.

24/027 Provision of Allotments ([briefing note](#))

- It was commented that the report was comprehensive with an exciting suggestion for the village.
- The suggested site is central and not too big.
- Questions were raised about parking, cost implications for clearance and the need to gauge demand.
- The PC article in the F&TN will ask interested parties to email the clerk.
- Plan to fence the land to keep animals out. Quotes for land clearance will be sought and brought back.
- Sheds could be placed strategically on plots, of which there will be a max of 25; there was a suggestion of a central community area.
- s.106 contributions for allotments can be asked for as part of future developments.
- Discussions were had over the length of lease and the Peppercorn rent.

Proposal: To work towards the provision of Parish Council Allotments on the old “Garden Allotments” site as set out in the briefing note.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Collinson **All Agreed**

24/028 URC [update]

- Application for the Asset of Community Value has gone to SCDC, confirmation of the application has been received and that it can take up to 8 weeks.
- Working group has met, and is requesting quotes for a Level 3 RICS structural survey of the building.
- Commissioning the survey is an important first fact finding step.
- There was further discussion about additional surveys and valuations such as “red book” but these would come later if we looked to proceed.

Proposal: To re-affirm the decision made by the Planning Committee on 5th March 2024 for a working group to investigate the potential purchase of the URC to keep it in community use and bring recommendations back to council.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Collinson **All Agreed**

Proposal: To review and consider quotes for conducting a full survey of the URC buildings and land. 1 quote has been received, discussion was had to wait for further quotes and the level of cost was discussed, with reference to the financial regulations.

Amended Proposal: Delegate to the Clerk and the URC working group the decision as to which company to conduct a survey of the URC, as long as the costs remain within the Financial regulations.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Collinson **All Agreed.**

24/029 Trees, Grass and Hedges

a) Round Moat

i) Tree work [update]

Finished for now due to bird nesting. Dialogue is continuing between Clerk and Shelford Tree Services and others regarding further work. Plans and ideas for future work including replanting will be brought to Full Council

ii) Management of watercourse

- Meeting with SCDC Watercourse officers about the drainage channel that takes water from the round moat into Wardington Bottom Brook. The drain takes water across a residents land in Aldous Court and they are maintaining their part. We thank them for their work on this.
- SCDC watercourse team has also cleared the brook past "The Way" which has improved the flow. Further work is needed when water levels recedes to clear the debris and the drain properly.
- SCDC have offered support and equipment if the PC can get a working party together.
- Cllrs Sargeant & Mulholland recently borrowed waders and cleared some of the debris from around the drain, but water levels were too high to do more.
- The resident has been getting frustrated as children have been creating dams across the drain; whilst fun this causes other problems. Clerk has liaised with the School, and Cllr Mulholland has agreed to give a school assembly next week to explain to the children.
- SCDC has strimmed the overgrown ditch at the back of Dovehouse Close and around to Chapel Lane.

iii) Historic England - meeting was cancelled due to illness. Will be re-arranged.

iv) Moat Information sign. The original has been found at County Archive. They are finding out if there is availability of a scanner large enough to digitise the image and then renew the sign in the round moat.

b) Isons Close Beech tree work [update]. This has been completed, residents have complimented the work.

A question was asked about the, dumping of piles of green/garden waste along Mill Road. Would organic waste be counted as fly-tipping?

Action: Cllr Hobro to look at this.

SSSI's going out towards Flint Cross, same quote as last year of £800 + VAT per cut, 2 cuts per year.

Checking with expert resident for the timing of the cuts. **All Cllrs agreed.**

Action: Clerk to contact company once timing has been ascertained.

Email received from County Council regarding weeds on the highways and the re-implementation of sprayed weed killer on the edge of the road and pavements. There was a survey to fill in as the spraying was to be optional. All Agreed to recommence weed spraying in Fowlmere.

Action: Clerk to complete survey.

24/030 HR Committee

Cllr Mulholland declared an interest.

There are 3 members on the HR Committee, with a 4th member to be co-opted at the first meeting. Due to illness have been unable to meet to co-opt the 4th person to allow meetings to take place with a quorum of 3. Suggestion is that Cllr Sargeant joins the committee

Proposal: To co-opt Cllr Sargeant to assist with meeting quorum.

Proposed by: Cllr Brock **Seconded by:** Cllr Roberts **All Agreed** (Cllr Mulholland did not vote.)

24/031 A10 Villages Joint Parish Meeting

- Discussion was had regarding the meetings and if FPC would like to take part. Good interest has been taken up by other local village Parish Councils.

- As we do not have a date yet it is hard to agree who will attend. Once a date is set, those interested could be updates and could check availability and hopefully someone could attend.
- Cllr Roberts noted that she would be attending as a Foxtton Parish Cllr.

Proposal: To agree to send representative/s to A10 Villages Joint Parish Meeting

Proposed by: Cllr Mulholland **Seconded by:** Cllr Bryan **All Agreed**

Cllr Mulholland, Cllr Hobro, Cllr Brock, Cllr Baker-Oxley, Cllr Sargeant, Cllr Bryan would like to be on the email circular for dates of the meetings, when they become available.

24/032 Website provision [update]

To note: port date of 22nd March, and to remind Cllrs to back up email inbox

- The site had been migrated to the new provider (Parish OnLine) for free and the running costs were set to save the PC around 30%.
- It was noted that the website looked good on mobile and tablet as well as a full web browser.
- It was felt to be a cleaner looking site, although the documents are managed in a different way and there was only one calendar. The were further tidying up tasks to carry out on some pages but these can continue to happen once the new site is live.
- It was suggested that Cllrs back up email. Cllr Hobro and Cllr Collinson offered support.

24/033 Cemetery Management

a) Recent and upcoming interments, memorials and transfers
There have been none.

b) Valuation Office Agency information request

This information sought every 3 years regarding the number of plots available. There are 93 plots available not including the extension. There have been an average of burials of 6 per year over last 3 years so we have 15 years provision.

24/034 Progress of ongoing projects

a) Mobile Food Hub [update]

1st Hub went ahead on 7th March, 2nd hub is on 21st March. All leaflets were distributed. It may take a few visits for word to get around. Will get anonymous data once they have run a few sessions. Feedback has been very positive. Will continue advertising.

It was noted that some residents had asked about donating to the food hub. This can also be done during the sessions by just turning up.

b) Signage for fitness equipment and playgrounds [update]

Village Hall has agreed wording and placement, signs are being ordered.

c) Street Sign restoration [update]

Chapel Lane has been completed.

d) Tree stump Public Art [update]

Booked in for the Beginning of April.

e) Community Led Plan [update]

Feedback has been received from trail survey. Questions have been updated.

Looking to transfer questionnaire to PC googles forms account. Need to add a QR code to the flier, print and get sent out.

Action Clerk to meet Cllr Hobro to organise.

f) New project ideas

Restoring the Milestones had been mentioned on Facebook. Former Cllr Burge had looked into this before and gained permission from both Trinity Hall and the Highways, with an offer back then of consumables being paid for by Trinity Hall as a specialist paint needs to be used.

Action Clerk to contact Peter Burge.

24/035 Correspondence to note

a) General correspondence ([click here](#))

A correspondence had asked about more "Caution Deer Signs", particularly from Fowlmere to Flint Cross.

Action Clerk to contact Peter McDonald re: deer signs

b) URC testimonials ([click here](#))

Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion in accordance with Standing Order 9b. Please use Agenda Item Request form ([click here](#)) and include as much information as possible including any proposal.

Meeting Closed 21:19pm