



# FOWLMERE PARISH COUNCIL

## **NOTICE OF A MEETING OF THE PARISH COUNCIL**

### **To Members of the Council:**

I hear-by give notice that a meeting of Fowlmere Parish Council will be held on on **Tuesday 19th March 2024 at 7:30pm in the Pavilion Room, Village Hall**, Chrishall Road, Fowlmere.

You are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. Members of the public and press are invited to attend.

*Angela Mulholland  
14th March 2024*

Clerk to the Parish Council

*To comply with GDPR, meeting papers are supplied to Councillors via links to the **documents and archive** section of the Fowlmere Parish Council **website**. Documents that are of a sensitive or confidential nature may not be available to 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))**

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

*(Localism Act 2011 s 31 s33)*

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable interests (if any)
- c) To grant any requests for dispensation as appropriate.

A request for dispensation must be made on an individual basis.

#### **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.

#### **24/022 To receive minutes of Committee Meetings**

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

**Proposal:** To receive the above minutes

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

- a) **County Council update: ([written report click here](#))**
- b) **District Council update: ([written report click here](#))**
- c) **Open Forum (not to exceed 15 mins)**

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.

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. In accordance with the councils standing orders contributions are limited to 5 minutes per person. The total time for this agenda item is limited to 15 minutes unless directed by the chair.  
*(questions received by the Clerk at least 48hrs in advance shall receive priority.)*

#### **24/024 Road Safety and Highways**

- a) Items reported to CCC Highways  
*Items can be reported by any Cllr or member of the public by [clicking here](#)*
- b) London Road / Pipers Close road and pavement flooding / drainage problems.
- c) Speedwatch and MVAS [update]
- d) LHI working group (including bollards near Triangle/Bus Stop) [update]

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

### 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.

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)

d) **Income**

- 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**

e) **Internal Audit**

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

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

**Proposal:** To approve overtime payment.

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

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

### 24/028 URC [update]

**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.

**Proposal:** To review and consider quotes for conducting a full survey of the URC buildings and land.

#### **24/029 Trees, Grass and Hedges**

- a) Round Moat
  - i) Tree work [update]
  - ii) Management of watercourse
  - iii) Historic England advice
  - iv) Information sign
- b) Isons Close Beech tree work [update]

#### **24/030 HR Committee**

**Proposal:** To co-opt a 4th Cllr to assist with meeting quorum

#### **24/031 A10 Villages Joint Parish Meeting**

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

#### **24/032 Website provision [update]**

**To note:** port date of 22nd March.

#### **24/033 Cemetery Management**

- a) Recent and upcoming interments, memorials and transfers
- b) Valuation Office Agency information request

#### **24/034 Progress of ongoing projects**

- a) Mobile Food Hub [update]
- b) Signage for fitness equipment and playgrounds [update]
- c) Street Sign restoration [update]
- d) Tree stump Public Art [update]
- e) Community Led Plan [update]
- f) New project ideas

#### **24/035 Correspondence to note**

- a) General correspondence ([click here](#))
- 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.*

#### **Dates of forthcoming meetings:**

Please note that Planning Committee meetings are provisional and may be cancelled if there are no planning applications to consider.

Planning Committee - Thursday 4th April : Pavilion Room, Village Hall. (TBC)  
Annual Parish Meeting - Wednesday 17th April: Pavilion Room, Village Hall. (TBC)  
Planning Committee - Thursday 2nd May : Pavilion Room, Village Hall. (TBC)  
Finance Committee - DATE TBC May : Venue TBC  
Parish Council - Tuesday 21st May: Pavilion Room, Village Hall.  
Planning Committee - Thursday 6th June : Pavilion Room, Village Hall. (TBC)  
Planning Committee - Thursday 4th July : Pavilion Room, Village Hall. (TBC)  
Parish Council - Tuesday 16th July: Pavilion Room, Village Hall.  
Planning Committee - Thursday 1st August : Pavilion Room, Village Hall. (TBC)  
Planning Committee - Thursday 5th September : Pavilion Room, Village Hall. (TBC)  
Finance Committee - DATE TBC September : Venue TBC  
Parish Council - Tuesday 17th September: Pavilion Room, Village Hall.  
Planning Committee - Thursday 3rd October : Pavilion Room, Village Hall. (TBC)  
Planning Committee - Thursday 7th November : Pavilion Room, Village Hall. (TBC)  
Parish Council - Tuesday 19th November: Pavilion Room, Village Hall.  
Planning Committee - Thursday 5th December : Pavilion Room, Village Hall. (TBC)  
Finance Committee - DATE TBC December : Venue TBC