



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
THURSDAY 18th JULY 2024 at 7:30 PM

PRESENT: Cllr Brock, Cllr Bryan, Cllr Peter Collinson, Cllr Lennon
Cllr Mulholland (Chair), Cllr Roberts,

IN ATTENDANCE: The Clerk and approximately 4 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.

24/054 Apologies for absence (LGA 1972 s 85(1))

Cllr Baker-Oxley (personal commitment), Cllr Chris Sargeant & Cllr Hobro (work commitments)

24/055 Declarations of interest & requests for dispensations in agenda items (Localism Act 2011 s 31 s33)

There were none

24/056 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 21st May 2024.

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

24/057 To receive minutes of Committee Meetings

a) Planning Committee (2nd May 2024) ([click here](#))

b) Planning Committee (4th June 2024) ([click here](#))

Proposal: To receive the above minutes

Proposed by: Cllr Collinson **Seconded by:** Cllr Brock **All agreed**

24/058 Public Participation Session (including reports received in advance)

a) **County Council update: (June report) (July report)**

Cllr McDonald had sent his apologies. Full report on website. Highlighted points below.

- Number 26 Bus - Fowlmere stop has been retained after a threat for it to be cut.
- Watercourse mapping website available. .

b) **District Council update: (June report) (July report)**

Cllr Hobro had sent his apologies. Full Report on website. Highlighted points below:

- Due to be an update on the advice for Parish Councils for providing affordable housing through rural exception sites, offer from housing strategy to meet with PC.
- Funding for Green space improvement.

c) **Open Forum (not to exceed 15 mins)** started @ 19:30

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 thanked the Parish Council, and Cllr Peter McDonald for their communication and contact with Anglian Water to resolve Sewerage and Tanker issues, and in organising more updated communication.

No other Questions

Public participation ended @ 19: 35

24/059 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](#)

- A pothole on Chrishall Road has been reported.

b) Speedwatch and MVAS [update]

- Speedwatch sessions happening weekly (sometimes twice weekly) but volunteer numbers remain low.
- Traffic is speeding though the village including the School buses.
- Currently targeting London Road and Long Lane with traffic coming into and out of the Village.
- Mobile MVAS charger currently not working.
- New location for MVAS needs permission from SCDC. Would like to use Lamppost on London Road/ Chrishall Road Junction.
- Clerk has information from the Police; they don't site their mobile vans in 20mph zones. May be able to organise for 30mph/40mph but must consider the length of the stretch, and if there is a safe place to park to carry the session out.

c) LHI working group (including bollards near Triangle/Bus Stop) [update]

No meeting held recently.

It was noted that the Thriplow Road path had been cleared up to the parish boundary meaning the point from the field heading towards the hay barns into Fowlmere was not cleared and also hedgerow growing into pathways. Could this be something that could be organised?

It was also noted that in Fowlmere lots of hedges were growing across pavements. An appeal to encourage residents to cut them back had been written in the F&TN. Next step will be to send a "dear resident letter" to targeted properties. A joint letter from the PC and Highways might be most effective? Would require standardised working.

It was noted that weeds were growing out of The Swan and across the pavement.

24/060 Reports from meetings attended and/or training attended

- Clerk & Cllr Brock attended Planning Webinars.
Link to the session and slides will be sent round to Councillors
- Clerk attended Biodiversity Webinar.
Part 1 & Part 2 and has received a link to the session and slides to be sent round to Councillors
- Clerk & Cllr Hobro attended a MAG (Multi Agency Meeting) meeting with Anglian Water
- Clerk & Cllr Hobro attend a specific Fowlmere meeting with Anglian Water
- Clerk & Cllr Hobro attended meeting with Eastern Synod
- Clerk had a brief meeting with Shelford Tree Services
- Cllr Collinson attended the IWM Duxford Neighbourhood Meeting - Slides sent.
Trying to form an environmental aerospace, Technology park, end of site with tanks.
Gonville & Caius (land owners) were working in partnership with IWM, looking for strategic business partners to develop this space.

24/047 Finance

a) **To note:** the financial situation of the council up to 12th July ([click here](#))

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

- DD Doro Care UK **£583.78** (June & July) (personal alarms) (LGA 1972 s137)
- DD British Gas Lite Cemetery **£28.35** (June & July) (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£35.96** (June & July) (Cemetery Bin Collection) (LGA 1972 s.214(2))
- DD Lebara Mobile **£7.90** (May & June) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£7.90** (May & June) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card admin charge **£6.00** (May & June) (LGA 1972 s.111)
- DD Microsoft **£17.52** (June & July) (Microsoft 365 subscription) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (May & June) (LGA 1972 s.112)
- Red Shoes Accounting **£59.40** (LGA 1972 s.111)
- Unity Trust Bank Service Charge **£18.00** (LGA 1972 s.111)
- Fowlmere Village Hall **£48.00** (May & June) (meeting room hire) (LGA 1972 s.134(4))
- Hardy Landscapes **£3920.00** (May & June grass cutting) (Open Spaces Act 1906 ss9-10)
- Hardy Landscapes **£456.00** (June Hedges cutting) (Open Spaces Act 1906 ss9-10)
- Storage Rent and expenses **£200** (June & July) (LGA 1972 s.111)
- Office Sundries **£218.26** (LGA 1972 s.111) (paid for by the community Led plan grant)
- Royal Mail **£353.50** (LGA 1972 s.111)
- CAPALC Planning Training **£180** (LGA 1972 s.111)
- Carter Jonas (Level 3 RICS Survey URC) **£1700** (Paid for by the Plunkett Foundation Grant)(Localism Act 2011,ss.87-108)
- Ebay (Charger for MVAS) **£39.39** (Highways Act 1980,s.274A)
- Fowlmere PCC **£5.00** (meeting room hire) (LGA 1972 s.134(4))
- **Proposal:** To Note Bills Paid. **All Agreed**

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

- None

d) **Income**

- Neville Funeral Services **£320** (LGA 1972 s.214(2))
- Cemetery Plot Purchase **£175** (LGA 1972 s.214(2))
- Interest **£1455.21**

The Chair declared an interest in the next item and the Chair was handed to Cllr Ros Lennon,

e) Clerks Overtime & Expenses: *(circulated with agenda)*

Proposal: To approve overtime & expenses payment.

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

It was noted that an HR Committee meeting is being organised to look at Clerks contracted hours & terms, to eradicate future overtime.

Cllr Mulholland retook the chair

24/062 URC Chapel [update]

- Meeting with Eastern Synod, to discuss the Parish Councils position going forward was very productive.
- The PC asked if Playgroup could stay in situ while a business plan was developed.
- The Eastern Synod offered to give the Parish Council a year to pull together plans and would offer playgroup a years extension to their contract (to the end of the next academic year) although some additional running costs may be passed onto playgroup.
- Synod were happy for the working group to do volunteer maintenance to clear the gutters to see where any damp issues are and offered to dig out old paperwork for previous works on the building.
- Business plan is being worked on.

24/063 Sewerage Tanker Pumping including information from Anglian Water [update] [\(click here\)](#)

- Clerk updated regarding MAG (multiagency) meetings and specific Fowlmere meetings.
- The ground water levels being 10m higher than previously, this water has infiltrated the sewage systems, and these systems not coping hence discharges.
- Anglian Water (AW) initiated Tankers to remove extra water, but this has now stopped with a caveat they will need to re-introduce if the system gets over-run due to heavy rainfall again.
- AW started investigations in Fowlmere last autumn but due to the poor weather these stopped.
- Found 3 possible problems of infiltration and will be continuing their investigations this autumn.
- Use the MAG meetings to look at other agencies assets to encourage checking and to investigate if there is a reason that ground water is being held and assets not operating as designed.
- FPC will continue to attend MAG meetings and individual FPC meetings to keep communication going, between AW and the PC, and allowing the PC to then communicate with its residents.
- Long term lack of maintenance was noted including ditches.

24/064 ROSPA Play Equipment Report [\(click here\)](#)

a) Quote for repairs *(circulated with agenda)*

b) Quote for re-seeding goalmouths on The Butts *(circulated with agenda)*

Proposal: The council agrees the quotes for the repairs to the play equipment and grounds as detailed in the RoSPA report

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

It was noted that something in the ground by the goals on the Butts may be causing cuts to children playing football. Cllr Bryan offered to look into this.

24/065 Village Sign

a) Quote for repairs *(circulated with agenda)*

Proposal: The council agrees the quote for the above repairs to the Village Sign

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

24/066 Wording on planning committee agendas.

To note: The review undertaken by the Chair of the Planning Committee and Chair of the Parish Council in response to concerns raised by Cllr Roberts. [\(click here\)](#)

It was noted that the review had concluded that the procedures used at planning committees were clear and in good order.

24/067 Site visit to Meridian BioGas plant

To note: To agree Councillors to attend site visit to Meridian BioGas plant in Lincolnshire.

Date of visit: 17th August. (Transport to be arranged by Meridian and shared with Thriplow&H PC and Great Chishill PC)

Cllr Mulholland offered to attend. Some other Cllrs needed to check diaries. It was agreed to ask for 2 taxi spaces with name of 2nd Cllr to be confirmed.

24/068 Lithium Battery Safety Bill - request for Parish Council Support ([click here](#))

Proposal: To respond in support of The Safety of Electric-Powered Micro-mobility Vehicles and Lithium Batteries Bill

It was agreed to write in support of the bill.

24/069 Migration to new email upgraded system.

To note: Migration and upgrade to improved email system.

Proposal: For Councillors to commit to check their Parish Council emails more regularly; a minimum of twice a week.

Proposed by: Cllr Mulholland

Seconded by: Cllr Collinson

All Agreed

24/070 Trees, Grass and Hedges

a) Round Moat Tree work [update]

- To look at G9 group of trees in the centre and the work required from the last tree survey, plus advice from the tree surgeons, and quote for the work to pollard the trees to monoliths to allow the retention of Bird, owl and bat boxes including extraction of timber
- Get permissions in place from Historic England
- Look at the suggested planting list, in accordance with SCDC recommendations to help increase biodiversity and get costings
- Look into and apply for grants to support this project.
- Possibility of holding a community tidy up day.
- Grass area Ryecroft Lane seems to have sunk again with the culvert running underneath road to Round Moat
- Look at the highways - where they got to with camera.

b) Quote from Argenta for whole village tree survey (minus round moat) (*circulated with agenda*)

Proposed by: Cllr Bryan

Seconded by: Cllr Collinson

All Agreed

c) Ancient Monument/Historic England (HE) [update]

- Meeting with HE explained about the dutch elm disease, the moat being full of water and concerns surrounding the use of the Round Moat.
- Schedule Monument consent is needed for anything dug into the ground.
- Policy statement on Scheduled monuments is about harm versus public benefit.
- Existing trees are not scheduled and they don't require scheduled monument consent. However HE recommend consent is sought so tree contractors are then aware of the Scheduled Ancient monument.
- Planting of new trees (and anything that requires digging) does require HE permission.
- Normally the felling waste should be removed from site but HE can see benefit in keeping some for wildlife interest.
- Areas with lots of recent leaf litter is good to clear to create a more consistent water body.
- Hope to organise a tidy-up day to remove logs in watercourse/moat area when water levels have dropped.

d) Draft Biodiversity Policy ([click here](#)) and ([The Great Collaboration](#))

- Parish councils now have a legal responsibility to be looking into Biodiversity in their area.
- There is a duty to conserve Biodiversity, as set out by the 2021 Environmental Act and 2006 Natural Environment and Rural Communities Act.
- There are targets set out designed to recover the natural world. Looking at the schedules of grass cutting is a small step to working on rebuilding a landscapes through natural restoration and repairing human relationships with the natural world.
- Draft policy is in early stages. Cllrs should email any thoughts or suggestions to the Clerk.

e) Tree on the Butts.

Proposal: To replace the dead tree: Speak to Shelford Tree Services and look into free trees with the Woodland Trust.

Proposed by: Cllr Collinson

Seconded by: Cllr. Mulholland

All Agreed

24/071 Cemetery Management

- a) Recent and upcoming interments, memorials and transfers.
One ashes interment with memorial stone placement and one burial.
- b) Quote for Levelling filling and re-seeding of Plots in the autumn
Proposal: to agree to above quote for work at the cemetery for the contractor to carry out when it is the right time in the season.
Proposed by: Cllr Mulholland **Seconded by:** Cllr.Collinson **All Agreed**

24/072 Progress of ongoing projects

- a) The Swan ACV application [update]
- ACV application is continuing. Communication from SCDC Conservation and Compliance officers recently regarding the frustrations of a lack of contact from the owners.
 - SCDC are contacting the police regarding the incident that occurred in June.
 - Concerns about the general state of the building, vermin and worries about the dangerous nature of the building inside were raised.
 - Clerk - Look at an environment health - look at other areas to help.
- b) Mobile Food Hub [update]
- Contacted back in June regarding the numbers attending Fowlmere Food Hub, remain low.
 - Suggestion was made by Hope CIC that the Food Hub sessions to be held weekly, the costs of the sessions already undertaken HOPE CIC would cover, and that FPC would cover sessions moving forward which had been agreed by Cllrs via email.
 - There will soon be an upgrade to the vehicle to help with accessing the items.
 - Question about flexibility, but also need to establish a regularity for residents.
 - It was agreed the new arrangement was a good step. Will still review later in year as previously agreed.
- c) Allotments [update]
- Cllr Brock has started work on a first draft for the lease agreement.
 - Cllr Brock and Mulholland to meet
- d) Community Led Plan [update]
No update
- e) New project ideas
Cllr Collinson updated on his previous crop Gleening idea; He had discovered that they were the wrong kind of crops around this area.

Meeting closed at 21:09

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.