

MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE

which was held in the Pavilion Room, Village Hall

on **TUESDAY 4th January 2022 at 7:30pm**

PRESENT: Cllr P Burge (Chairman), Cllr D Roberts, Cllr C Howe, Cllr J Hobro, Cllr R Lennon and Cllr BJ Fulton

IN ATTENDANCE 2 members of the public

1. Apologies for Absence

There were apologies for absence from Cllr L Wragg (illness), Cllr S Mulholland (away from Parish), and Cllr P Collinson (illness).

2. Declarations of interest *(if any)*

Cllr Roberts declared that if any of the applications are placed before SCDC 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.

It was agreed that in the absence of a Clerk, the Chairman would take notes and draft the minutes of the meeting.

3. Minutes from Previous Meeting 14th August 2021 – Matters Arising

The minutes were agreed to be a true record, and were signed by Cllr Burge.

There were no matters arising.

4. 21/04456/FUL – Manor Farm, Fowlmere Aerodrome, High Street, Fowlmere

Change of use of land to accommodate temporary structure for storage of aircraft parts and associated engineering operations

Cllr Burge summarised the application. For the benefit of the members of the public present he also explained the role of the PC in the planning process which is as a consultee; SCDC is the ultimate decision maker.

Members of the public present were invited to speak and expressed their concerns about current flying operations from the site and the prospect of these increasing with expansion of hanger storage capacity at the site.

Concern was expressed by councillors regarding the lack of the business case required by Policy E/16 of the Local Plan and it was felt that insufficient detail was provided to justify almost doubling the hanger space on site. The application did not seem to be coherent in stating there was a need for expansion whilst stating that this would lead to no traffic impact. This was a significant concern to the PC given recent reports of disturbance from aircraft that had been attributed to operations from the Aerodrome, and it was felt that more detail was required to ascertain whether the proposed expansion might lead to adverse impacts to the local community. There was also concern expressed that if a temporary building is permitted that this should be appropriately conditioned to prevent it become a more permanent structure.

Fowlmere PC unanimously recommended refusal on the grounds of the lack of a detailed business case and the potential for impact on the community. If planning officers were minded to recommend approval, the PC would request that the applications go to the SCDC Planning Committee. If the applications were to be approved then the PC would request that a condition be applied to restrict this to being a temporary structure as proposed.

5. 20/01209/CONDC – Land At Chrishall Road, Fowlmere

Submission of details required by condition 4 (Sustainable drainage) of planning permission 20/01209/FUL

Cllr Burge summarised the application.

Following discussion, Fowlmere Parish Council resolved to leave the technical details regarding the discharge of this condition to the SCDC Sustainable Drainage Engineer.

6. 21/05269/CL2PD – Fieldside, Thriplow Road, Fowlmere

Certificate of lawfulness under S192 for demolition of existing conservatory and erection of single storey rear extension

Cllr Burge summarised the application; previously a certificate of lawfulness had been applied for on this site which had been withdrawn prior to determination. However, the PC reviewed the application afresh.

Fowlmere PC had no objections to this application.

7. 21/05300/FUL & 21/05301/FUL – Land To The North Of A505, Thriplow

Erection of an agricultural building and grain store, and creation of a concrete apron (Re-submission of 21/03435/FUL & 21/03436/FUL)

Cllr Burge summarised the application; previous planning applications had been made for this site but withdrawn prior to determination. However, the PC reviewed the application afresh.

Concern was expressed about the highway safety concerns for the A505 and it was felt that the revised Transport Statement had not taken these concerns onboard. The PC was also concerned about the potential for additional traffic through Fowlmere that the storage units could create. It was also noted that the planning applications continue to be presented as two separate planning units with no clear justification for this when the stated intent is to use them as a single agricultural storage facility. This also undermines the HGV turning arrangements that require the two permissions to be executed as a single planning unit.

Fowlmere PC unanimously recommended refusal on the grounds of the accident risk on the A505, the potential adverse impacts on traffic through the village and the inappropriate treatment as two separate planning units. If planning officers were minded to recommend approval, the PC would request that the applications go to the SCDC Planning Committee. If the applications were to be approved then the PC would request that two conditions be applied: that grain is only to be stored within this facility from the local holdings of Thriplow Farms, and it is not to be used for selling on grain from other land-owners; and, that in line with the statements made in the application, traffic conditions be applied to stipulate that no agricultural vehicle or HGV access to/ from the site should pass through the villages of Fowlmere or Foxton.

8. 21/1554/TTPO – Newlands, London Road, Fowlmere

4x European Limes (within G26 and highlighted in yellow on the sketch plan): Remove a low level branch per tree plus any dead branches

Cllr Burge summarised the application.

Fowlmere PC had no objections to this application.

9. 21/1666/TTCA – Under Chestnuts, High Street, Fowlmere

T.1 Yew - Cut back lateral branches from neighbouring Yew tree to reduce overhang to green house by 2M, retaining natural shape. T.2 Lime - Re pollard back to previous pollard points.

Cllr Burge summarised the application.

Fowlmere PC had no objections to this application.

10.21/1673/TTPO – 7 Cassander Close, Fowlmere

T.1 Leylandii - Fell to ground level due to the size of the tree becoming large for driveway area. Re plant with a hardwood species to allow better amenity for front of the house.

Cllr Burge summarised the application.

Fowlmere PC had no objections to this application.

11.21/1683/TTCA – Fairhaven Long Lane, Fowlmere

1) Cedar - Fell. This tree has been in decline for a number of years and now has a very thin crown

Cllr Burge summarised the application. Cllr Roberts reported that in the absence of supporting photos she had visited the location and agreed that the tree was in poor condition.

Fowlmere PC had no objections to this application.

The meeting closed at 20.05.



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 18th JANUARY 2022 AT 7:30 PM

PRESENT: Cllr L Wragg (Chairman), Cllr P Burge, Cllr P Collinson, Cllr J Fulton, Cllr J Hobro, Cllr C Howe, Cllr S Mulholland and Cllr D Roberts,

IN ATTENDANCE: Cllr P McDonald (County Councillor), Mrs D Woods (VHMC) and approximately 15 members of the public.

It was stated that the meeting was being recorded. There were no objections. In the absence of a Clerk, Cllr Hobro agreed to take the minutes. The meeting began at 7.30 pm.

Actions

1 Apologies for Absence

There were apologies for absence from Cllr R Lennon (personal commitment).

2 Declaration of Interest in agenda items

Cllr Fulton declared an interest in Item 16.

3 Clerk Vacancy

a) Update

Cllr Mulholland reported that there had been a recruitment process and the job was offered but unfortunately the applicant had to pull out. The process must now begin again. Kerry Byrne had offered to remain responsible financial officer and deal with cemetery matters for now.

Action: Repeat the Clerk recruitment process

SM & LW

b) Arrangements for temporary "Proper Officer" while Clerk post vacant

CAPALC had advised that "it is possible to nominate one of the councillors as a proper officer with a resolution from a full council meeting". Cllr Wragg proposed Cllr Mulholland temporarily fill the role of proper officer. Cllr Roberts seconded and all concurred.

Cllr Wragg recorded his thanks to Cllr Mulholland for taking the role, to Kerry Byrne for her work, and to Cllr Hobro for taking the minutes.

4 Minutes of the Parish Council Meeting of 16th December 2021

The draft minutes were reviewed. Cllr Burge asked them to be amended to note that he was asked to follow up with Mr Kratz to check on progress on Moor Lane, however no fresh position was put forward. Cllr Roberts asked why Moor Lane had been discussed when it was not on the agenda. Cllr Mulholland explained that it was covered under Correspondence in response to a letter from the Land Registry. The amended minutes were signed by Cllr Wragg.

5 Matters Arising not covered in the agenda

There were no matters arising.

6 County Council Matters

Cllr McDonald had submitted a written report which had been circulated (see Annex A) and highlighted items on COVID case numbers, the household support fund, 20mph schemes and civil parking enforcement. Cllr Roberts raised the resurfacing on Ryecroft Lane and a pothole on Long Lane, which appears not to have been adequately filled and had reappeared. Cllr Howe asked about a strategy for dealing with HGVs coming through the village. Cllr Mulholland asked about the 'road narrows' signs discussed for Chrishall Road. Cllr McDonald replied that some remedial work had been done on Ryecroft Lane, with full work promised for March. He said he would ask for proper refilling of the pothole and would check on progress for the signs. In the March committee, two working groups would explore various HGV options including variable speed cameras.

7 District Council Update

Cllr Roberts expressed concern about the quantity of housing included in the new Local Plan and the possible inadequacy of the water supply for further development. She highlighted local concern about an application for another 32 dwellings on Chrishall Road on the field next to the current development, outside the village envelope and not allocated in the Local Plan. Cllr Burge said that the Parish Council had been formally notified and that this application would be discussed at a Planning Committee meeting within the next 2 weeks.

8 Village Hall update

a) Proposal to install an artificial Cricket pitch within the existing square

Members of the Village Hall Management Committee described the proposal, which is to convert one of the six pitches to an astro turf wicket in exactly the same position, with the other five pitches remaining as grass wickets. This would be underwritten by a grant from the English Cricket Board. A vote to give permission was held: Proposed (SM), Seconded (PB), passed unanimously.

b) Other Village Hall matters

Mrs Woods asked if there was any progress on the transfer of maintenance obligations for the access road. Cllr Burge reported that he had been chasing Mr Kratz over this and would continue to do so. Mrs Woods said that a new meeting had been arranged with Damian Jacob from Boom Construction on 26 January to discuss the proposed drainage works for the Chrishall Road development. She asked if the Village Hall Management Committee could be involved in any discussion on future development for Chrishall Road.

The meeting was opened for urgent questions from members of the public and press

It was agreed that public questions on Items 11, 15 and 16 would be taken during those items. There were no urgent questions on other topics.

9 Road Safety

a) Travel Hub

Cllr Hobro reported that the latest Travel Hub proposals had been approved by the GCP Executive Board on 9 December. Representations from Foxton and Barrington Parish Councils over safety and sustainability incorporated input from Fowlmere. Amendments from Cllr Gough (SCDC) and Cllr McDonald (CCC) had aimed to ensure that there is a proper shuttle bus, and that revenue from parking goes towards local active travel projects. The GCP Executive Board had suggested that the 200 spaces might not be sufficient, hinting at further expansion. Cllr Hobro suggested that there is still a long way to go before these plans are safe, sustainable and could deliver clear local benefits and agreed to continue working with Foxton Parish Council in opposing the current plans. Cllr McDonald indicated that the plans are very unlikely to receive planning permission in their current form.

b) Speedwatch

Cllr Howe said that the police have now agreed that the land in front of Appleacre can be used as a Speedwatch site, and that, as the days lengthen, there will be more checks in the village.

c) Items reported to CCC Highways

Cllr Mulholland had reported the pothole on Long Lane, recurring flooding outside the cemetery gates, and the Ryecroft Lane resurfacing problems.

10 Finance and General Purposes

a) Santa Tractor donation top up

Cllr Mulholland reported that the Santa Tractor was a great success. The bucket collection raised £431.93 which has been banked with the PC for the time being. He suggested this could be increased by £68.06 from Parish Council funds to allow two £250 donations to be made, to Fowlmere PTFA and Fowlmere Playgroup (both registered charities). Proposed (PB), seconded (DR), passed unanimously. Cllr Wragg recorded his thanks to all involved in the Santa Tractor.

b) Bills to be paid

Eldercare £54.72

Hardy Landscapes £552.00

Opus Energy £49.24

EDF energy £10

Fowlmere Playgroup £250.00

Fowlmere School PTFA £250.00

c) Monthly Play Equipment inspection

Cllr Burge had undertaken this month's inspection. There were no issues at The Butts. At the Village Hall the swing seats had been moved awaiting quotes for replacement and one bench is not securely fixed to the ground. There is also ongoing work on the scooter park which is appropriately fenced off. Cllr Wragg encouraged councillors to volunteer to Cllr Burge to be included in the rota.

11 Update on Moor Lane

Cllr Burge explained that in February the Parish Council had resolved, based on advice from Mr Kratz, to avoid going to tribunal but instead to seek to secure access rights. Mr Kratz had pursued that line of action. This was reviewed in September and the council resolved to continue with the same strategy. When notified that the case would be referred to tribunal, Mr Kratz had withdrawn the objection as instructed since sufficient progress had been made on the access agreement, which is contingent on the outcome of the tribunal. If the applicant succeeds in registering the lane then the matter will come back to the Parish Council.

Mr Lovatt expressed his disappointment that the decision to withdraw had not come back to a full council meeting. Cllrs Burge and Wragg explained that this decision had been made by the council in February and the instruction given to Mr Kratz at that time. No further instruction had been given to Mr Kratz. He had withdrawn the objection once the specified conditions were met. Cllr Burge offered to send a copy of the draft easement agreement to Mr Lovatt.

Action: Send a copy of the easement draft to councillors and Mr Lovatt

PB

Cllr Roberts expressed concern over the lack of certainty in the conditions of the agreement, and over a claim by Mr Deans' lawyer that the Parish Council was now supporting his claim to ownership. Cllr Burge said that a full update had been given to the council in September, including the travelling draft of the easement, and the council had affirmed the strategy. Mr Kratz's advice had been that if we maintained our objection then we would have been dragged into the tribunal with significant legal costs. Cllr Burge affirmed the council's belief that the land is not identifiably owned by anyone, noting that Mr Kratz's advice was that any attempt by the Parish Council to apply for ownership would fail. Cllr Howe asked what would happen if the council declined to agree to the negotiated terms. Cllr Burge replied that an amended agreement would then have to be sought.

12 Burial Board

a) Recent and upcoming burials, memorials & transfers

Cllr Mulholland reported that there had been no burials within the last month, and that plots 637 and 638 had been transferred to Mr Taylor and his brother by the former Clerk.

b) Progress on works

Cllr Mulholland said that Ian Wilson has agreed to begin work on the bell tower when the weather improves, and that the bin, which had previously been stolen, had now been replaced and is being emptied.

13 Reports from Meetings and/or Training attended

There were no reports.

14 Adoption of updated LGA Code of Conduct (2021)

Cllr Burge and the former Clerk had attended code of conduct training in September. He proposed adopting the new LGA code of conduct, already adopted by SCDC, which had been circulated to councillors. This was seconded (PC) and passed unanimously.

15 Update of Airfield flightpath concerns

Cllr Hobro reported that he had helped Mrs Blyth to install an app, Flightradar24, which gives real time information on aircraft position, speed and altitude, with the aim of gathering concrete data on the aircraft she had reported as causing a nuisance. Mrs Blyth cited an example of an aircraft flying past her house repeatedly on a circuit every 5 minutes that morning. She also reported that a Chinook helicopter had passed over within the past week. Cllr Fulton said that a Chinook helicopter had landed on his land the previous Wednesday during a MOD training exercise and apologised to Mrs Blyth if this had caused a nuisance. Cllr Collinson commented that Chinook and Apache helicopters had been sighted periodically in Fowlmere over many years.

Mr Willis spoke on behalf of the airfield, summarising its history as one of the earliest airfields in the UK and its current activities as a local employer of 40 people. He offered to give full details of flights made from Fowlmere, and pointed out that many of the aircraft in this area are from other airfields. He expressed his desire to avoid any disturbance through excessive or disruptive activity over parish land, and stated that aircraft from Fowlmere do not fly over Mrs Blyth's house. He also noted that monitoring apps can give an under-reading of up to 600ft in high pressure weather conditions.

Cllr Howe proposed examining the data available to ascertain which planes are involved and understand their flight paths, so that the Parish Council could ascertain how it might help. Cllr Wragg proposed discussing the situation with Mr Willis once this has been done.

JH, CH, LW

Action: Examine the available flight data and discuss with Mr Willis

16 Update on Parish Boundary question

Cllr Fulton declared an interest in this item and left the room.

Cllr Mulholland summarised the advice received from SCDC and NALC since the last meeting, which had been circulated to councillors. SCDC had been asked to adjudicate on the question of eligibility but replied to say that they were not in a position to do this, that it was the candidate's responsibility to declare eligibility, and that the Parish Council has no formal requirement to check this. The ultimate source of this advice was the Electoral Commission. The legal advice from NALC stated that the Clerk may take a declaration at face value and that the Parish Council has no responsibility to perform checks. In the event of a dispute, the Parish Council may perform checks, but if agreement cannot be reached then it is the responsibility of a challenger to take legal action to disprove the claim. They recommended that councils ask candidates for a declaration of eligibility in writing.

Cllr Roberts asked if Cllr Fulton had been asked to prove his eligibility. Mrs Bryan requested that the council should do this. Cllr Wragg replied that no co-opted councillor has ever been asked to do this, and that it was not in line with the advice from NALC. Cllr Hobro asked what would constitute proof of eligibility. Mr Bryan replied that legal advice from Mr Kratz might constitute proof. Cllr Burge noted that we have received legal advice from NALC, and that Mr Kratz is a planning lawyer. Cllr Wragg suggested that the Parish Council is not more expert at choosing a map than the electoral services at SCDC. Cllr Howe stated that, since agreement had not been reached, the NALC legal advice clearly stated that it is now up to the challenger to take legal action. Mr Thompson expressed concern over the judgement of the council in co-opting a councillor whose eligibility was in doubt. Cllr Hobro explained that the councillors voting in the co-option had no knowledge of any discussion about eligibility at the time of the vote, that challenge had come later, and that they were choosing between two candidates on the basis of their written and verbal statements.

Cllr Roberts suggested that the matter would be referred to the police. Cllr Wragg replied that, since councillors have behaved with diligence, honesty and integrity, there is no need to fear the involvement of the police.

Four resolutions were put to a vote:

1) All councillors co-opted since the last elections in 2018 will be asked to declare their eligibility using the form provided by NALC

Proposed (SM), seconded (CH), agreed by all except DR who abstained

2) The Parish Council will adopt the declaration form provided by NALC in future co-options

Proposed (SM), seconded (PC), agreed by all except DR who abstained

3) The map used in future eligibility checks will be the Ordnance Survey online Electoral Boundaries map, as suggested by SCDC

Proposed (PC), seconded (SM), agreed by all except DR who voted against

4) The Parish Clerk is not required to prove eligibility for co-option

Proposed (CH), seconded (PB), agreed by all except DR who voted against

17 Planning Committee

There were no matters to discuss, although Cllr Burge noted that the significant development proposed for Chrishall Road would be discussed at the next Planning Committee meeting.

18 Defibrillator

Cllr Mulholland said that Cllr Lennon had been in touch with David Walston over an offer of CPR and defibrillator training. He suggested liaising with the VHMC to organise a date for the training and asked if the council would authorise costs to support this. Proposed (SM), seconded (PC), passed unanimously

SM, RL

Action: Arrange defibrillator training with the VHMC

19 FPC Website and Email addresses

a) Website progress

Cllr Hobro reported that the new web site is now close to being ready and suggested a launch date of 1 February, which would be possible with some help from other councillors. Cllr Collinson offered to help to allow this to go ahead.

Action: Arrange the launch of the new web site on 1 February

JH, PC

b) Email address use

This topic was deferred to a future meeting.

20 Trees, Grass and Hedges

a) Tree Survey

Cllr Mulholland reported that Argenta had supplied a quote for £1129.10 to conduct the Tree Survey agreed at the previous meeting. Cllr Collinson proposed accepting this, it was seconded (LW), and passed unanimously.

21 Progress on grant-funded projects and/or applications

a) Scooter Park

Cllr Burge reported that this work is progressing with Mrs Keppey providing the driving force. He said that the base is now installed, the structure is being built, and the requirements for acoustic fencing are being investigated. Mrs Woods (VHMC) reported that the insurers have been informed of the project and that the Parish Council will cover liability.

b) Zero Carbon project – Cycle Stands

This topic was deferred to a future meeting.

c) Friends of the Round Moat

This topic was deferred to a future meeting.

22 May Elections

Cllrs Wragg and Burge proposed that the forthcoming Parish Council elections be advertised publicly on the Parish Council web site and the Fowlmere and Thriplow News.

The meeting was closed at 10.00 pm as the time limit of 2 hours 30 minutes had been reached. The chairman thanked all for their participation.

Councillor Peter McDonald Duxford Division & Ward:
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Report for Parish Councils – January 2022.

South Cambs District Council

Resumption of green bin collections

Collections are planned to resume next week, on Wednesday 12 January, in-line with the previously published Christmas bin collection schedule. We are working on the plan for that resumption, and communicating it, now.

Business grants update 1: Hospitality and Leisure Grant and Additional Restrictions Grant (ARG) top-up

On 21st December The Chancellor, Rishi Sunak announced £1 billion in support for businesses most impacted by Omicron across the UK. Amongst other support, businesses in the hospitality and leisure sectors in England will be eligible for one-off grants of between £2,700- £6,000 depending on premises rateable value. Additional discretionary funding will be made available for Councils to support other businesses affected.

My best guess is currently that businesses will be able to start applying during the latter part of January / early February. We are in the process of updating our website to reflect this information.

Business grants update 2: Coronavirus Additional Relief Fund (CARF)

Back in March of this year, the Government announced funding for a new business rates relief to help those business that had been impacted by Covid in 2020/21 but had been ineligible for the other business rates reliefs. The announcement was made in response to a number of businesses submitting appeals to the Valuation Office Agency (VOA), as they believed the pandemic constituted a “material change of circumstances” in relation to their premises’ rateable value. Before the relief would be made available, Government first wanted to pass legislation to prevent Covid from being a reason for an appeal to the VOA. This legislation received royal assent on Wednesday 15 December.

S Cambs have now received guidance from Central Government regarding a new rates relief scheme – the Coronavirus Additional Relief Fund (CARF), along with a funding allocation of up to £6.3m for us at South Cambridgeshire District Council. The guidance sets out that we should design a new local relief scheme to distribute the funding, which is available to reduce the 2021/22 business rates bill. The guidance states that the scheme should:

- Not award relief to ratepayers that are, or would have been, eligible for the Extended Retail, Hospitality and Leisure Discount, or the Nursery Discount
- Not award relief in respect of a property when it is unoccupied
- Direct support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact.

We are currently exploring options for scheme design to ensure support is targeted to those impacted, and will then need to turn our attention to the administrative details. This is a

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considerable piece of work and it may take some weeks before the scheme is launched. Please be assured that we will endeavour to launch the scheme as soon as possible. Details of the relief announcement are on our website.

Business support events and webinars

S Cambs is offering a series of free to attend events and webinars that provide a chance for local businesses to engage with Council services and develop skills to help you run your business successfully.

Looking after your mental health

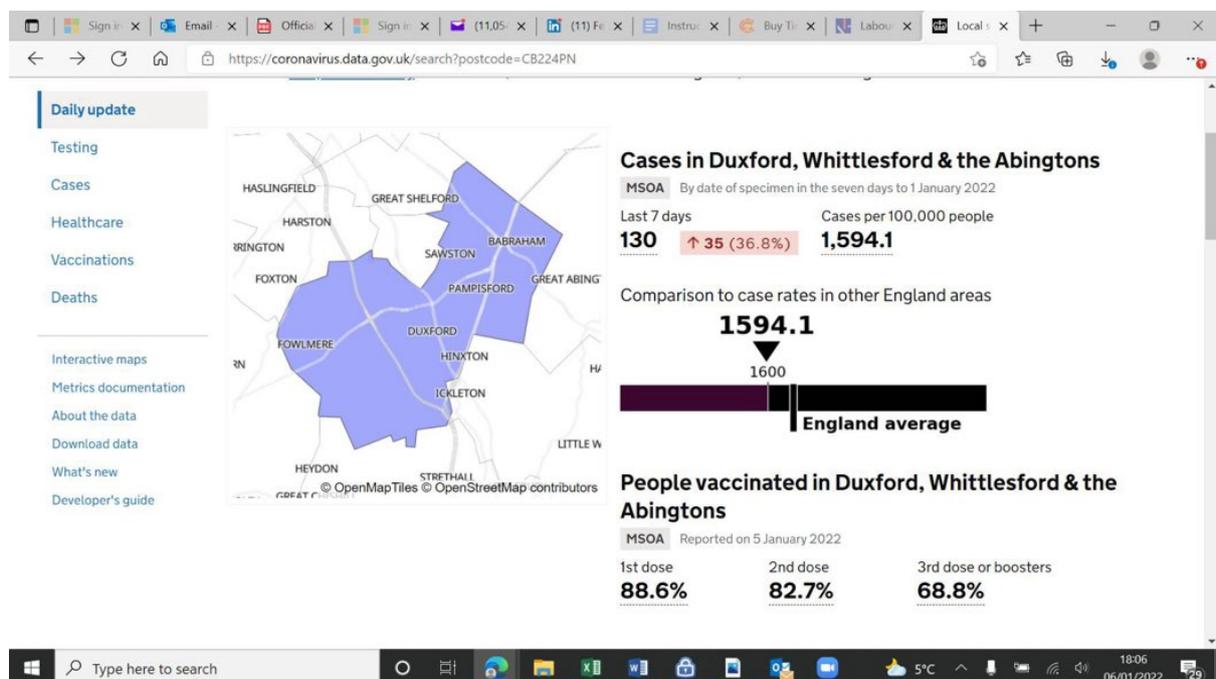
The past year has been a difficult time to run a business and many people's mental health has suffered as a result. We are running a free webinar on 20 January from 12 noon to 1pm exploring how to look after yourself as well as your business.

In this inspirational and solution focused sessions, our guest speakers Nick Elston and Zoe Thompson will talk through their lived experience and ways to help you cope in these challenging times. Themes include:

- Mental health and wellbeing
- 'What you do next that counts'
- Resilience, positivity and aspiration
- Acceptance and awareness.

Cambridgeshire County Report

Current Covid & Vaccination Status Locally



Confirmatory PCR tests to be temporarily suspended for positive lateral flow test results.

Contact Details: E mail: cllr.mcdonald@scams.gov.uk or peter.mcdonald@cambridgeshire.gov.uk Telephone 07912 669092

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From 11 January in England, people who receive positive lateral flow device test results for COVID-19 will be required to self-isolate immediately. They will not be required to take a confirmatory PCR. This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19.

Stay at home guidance for households with possible COVID-19 infection

The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day. COVID-19: guidance for households with possible coronavirus infection

Other Covid Updates

Visiting arrangements in care homes

On 30 December, the Department of Health and Social Care updated the guidance on how care homes can support families and visitors to visit residents. The guidance has been updated to reflect that resident lateral flow device testing following visits out of the care home is required every second day for ten days, and to add that nominated visitors should remain the same wherever possible.

Guidance:

<https://www.gov.uk/government/publications/visiting-care-homes-during-coronavirus>

COVID-19: guidance for grassroots sport participants, providers and facility operators

On 23 December, the Department for Digital, Culture, Media & Sport updated the guidance on COVID-19 measures for grassroots sport participants, providers and facility operators.

The guidance sets out information for the public and sport providers on how to organise and participate in grassroots sport and physical activity as safely as possible. This includes advice on steps people can take to reduce the risk of COVID-19 transmission within the sport environment. The update includes new information on face coverings, who should work from home, and the types of venues and events that are required by law to check visitors' COVID status as a condition of entry.

Guidance:

<https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators>

Find help and support if you have long COVID

On 24 December, the Department of Health and Social Care updated the guidance for those who have long COVID. The guidance has been updated with advice for those who have signs and symptoms of long COVID, those who have long COVID and are unable to work, those

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who have long COVID and need support to find, return to or stay in work, and for those who have a child with long COVID.

Guidance:

<https://www.gov.uk/guidance/find-help-and-support-if-you-have-long-covid>

Household Support Fund

A reminder on the new support fund which aims to help those struggling to pay for food, energy or other essential items this winter has been launched. Cambridgeshire County Council has been allocated £3.58 million as part of the Government's Household Support Fund to help people who need financial support.

Household Support Fund – letter to residents

From early next week, colleagues will be sending letters to approximately 6,000 residents who have been identified as being likely to be eligible for Household Support Fund grants. The letter will include reminders of existing financial support that is available during the year (such as our Discretionary Housing Payments to provide financial support towards housing costs, or our Council Tax hardship fund to provide support to those who are struggling financially because of the pandemic). Additionally, information will be included to encourage residents to contact our Welfare and Money Maximisation Officer, Lucy Tompkins, who can discuss residents' circumstances and identify any support that may be suitable.

The Household Support Fund itself is a new one-off grant, which is live until 31 March 2022. This usually provides £49 (for a family) or £29 (for an individual) to cover food or household energy costs, but more funding may be available for people who can demonstrate a higher need – for instance for higher costs of filling an oil tank or buying a new cooker. To be eligible for the Household Support Fund residents will need to earn less than £17,940 or receive any of the following: Income Support; Income-based Job Seekers Allowance; Income-related Employment and Support Allowance; Pension Credit; Universal Credit; Working Tax Credit. Residents can find out more, or apply online, on Cambridgeshire County Council's website. Details of how to access the scheme are available at: <https://www.cambridgeshire.gov.uk/residents/coronavirus/household-support-fund>

County Highways Issues

The Jan 25th committee will look at:

- Civil Parking Enforcement
- 20 mph scheme funding & principles

Peter McDonald

January 6th 2022



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which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 1st February 2022 AT 7:30 PM

PRESENT: Cllr D Roberts (in the Chair), Cllr P Collinson, Cllr J Fulton, Cllr R Lennon and Cllr S Mulholland.

IN ATTENDANCE: Mr Willis (applicant item 4), Mr Biggs (agent item 5) and approx 15 members of public.

1 Apologies for absence

Cllr Wragg (unwell) Cllr Burge (COVID) Cllr Hobro (isolating) Cllr Howe (work commitment)

2 Declarations of interest

Cllr Roberts declared that if any items came up in her capacity as District Cllr she would look at them afresh.

3 Minutes from Previous Planning Meeting 4th January 2022

The minutes were agreed to be a true record and were signed by Cllr Roberts.

4 21/04456/FUL – Manor Farm, Fowlmere Aerodrome, High Street, Fowlmere

Change of use of land to accommodate temporary structure for storage of aircraft parts and associated engineering operations (addition of business case)

Cllr Roberts summarised the background to the application. It was a temporary structure with a 3yr application but the long term view will be to replace it with a permanent structure.

Cllr Roberts asked Mr Willis (the applicant) if he'd like to speak. Mr Willis explained that the new hanger would be smaller than the existing hangers and that the new hanger will be located behind these and out of sight from the road. The current operations are running out of space and there is a conflict between the engineering and the paint spraying. The new hanger will house the engineering side of the operation and spares. He assured that there would be no additional flying out of the airfield as a result of this new hanger but it would create up to 8 new apprenticeship jobs. One member of the public asked about the dimensions. They are 60m L x 18m H x 30m W. Another member of the public asked if there were going to be more aircraft - the answer from the applicant was there would be no additional aircraft.

Cllr Roberts asked a question about the future plan to seek a permanent structure. Mr Willis said that was the plan when finances allow but this application was for a temporary structure for 3 years. Cllr Roberts asked about how much teaching is now taking place. Mr Willis said that the teaching circuit takes the aircraft out to Royston and back in between Fowlmere and Triplow and doesn't fly over the village and is keen to avoid offending residents. Cllr Mulholland asked if the apprenticeships are going to be targeted at local youngsters, Mr Willis said that was the intention. He explained it was a 2yr apprenticeship for 17 & 18 yr olds with a view to offering employment afterwards. Cllr Mulholland asked if there was to be any adverse impact on the other businesses on the site, Mr Willis answered that there would not.

A member of the public asked about the proposed crushed stone flooring. Mr Willis answered that it while poured concrete would be better it was an economical decision for now. Another member of the public said that the Aerodrome puts Fowlmere on the map and we're fortunate to have it.

After a short discussion on the application Cllrs it was proposed by Cllr Collinson and seconded by Cllr Lennon to support the application based on the apprenticeships but would look to seek conditions being placed to keep the usage to that stated in the application. All agreed.

5 21/05640/FUL – Land To The South Of 86 Chrishall Road, Fowlmere

Erection of 32no dwellings including 26no affordable dwellings and 6no private market dwellings representing a rural exception site with associated landscaping, play area, and access

6 21/05641/OUT – Land To The South Of 86 Chrishall Road, Fowlmere

Outline planning application for 15no self-build dwellings, with details pursuant to access and layout, and all other matters including appearance, scale and landscaping reserved for subsequent approval

These items were taken together as they were from the same applicant for the same plot of land creating and either / or application.

Cllr Roberts summarised the background to the application and then invited the applicants agent Mr Biggs (representing Mr Blundell who was also present) to present the applications. He explained that there were 2 schemes to give the applicant options moving forward. The first proposal was for 32 dwellings, 26 affordable (20 rented and 6 shared ownership) and 6 to open market to help the financial viability. The second proposal would be for 15 self build dwellings. The application for 32 dwellings would made as a rural exception site which. A housing needs assessment was undertaken independently by Cambridgeshire ACRE to understand the housing need. Advice had also been sought from housing officers at SCDC. As most of the properties would be for affordable housing including some shared ownership a housing association had been included in discussions. The housing need survey suggested a need for 38 dwellings which led to the proposal for this site. The 2nd option for 15 self build dwellings, this would fulfil the separate housing need for self builds in the District area and a local need which the housing survey had also identified. This is an outline application and each self builder would apply for full planning permission. Both applications will be sustainable renewable energies installed at build and low carbon building practices used during construction.

Cllr Roberts asked why 2 applications had been put in for the same site. Mr Biggs explained that the housing survey had identified 2 separated needs and each application would fit one of those needs. Cllr Roberts said that the land is outside the village envelope and wasn't put forward in the "call for sites" exercise, and that it is contrary to policy. Mr Biggs disagreed stating it was a Rural Exception proposal in compliance with that particular policy.

Cllr Lennon asked about the affordable mix, Mr Biggs said it would be 3 social rent, 17 affordable rent and 6 shared ownership.

Cllr Mulholland asked if there would be solar panels installed at build as there were none on the drawings, Mr Biggs said the drawings were indicative and that the energy statement included solar panels.

Cllr Roberts questioned if there was a need identified in the housing needs survey for 7 self builds why 15 were being put forward. Mr Biggs answered that district wide there was a need for around 100 self build plots so this would satisfy local Fowlmere first and then part of the wider district self build need. Cllr Lennon asked if local residents would receive priority. Mr Biggs and confirmed that the S106 requirements meant that would be the case.

Cllr Mulholland asked if permission was granted for both applications which one would be taken forward. Mr Biggs said the proposal for 32 dwellings would be preferred.

A resident asked what the current agricultural classification was, suggesting that it was Grade2 and that SCDC are against building on Grade2 land. The resident made a further point that this would stretch the village further south towards the A505 and encourage further applications on Grade2 land if it passed. Mr Biggs said he understood the concerns but challenged the grading suggesting the land was Grade3.

A resident questioned when the housing needs survey took place. It was explained that it was undertaken as a postal survey by Cambridgeshire ACRE in late 2020. The response rate was 27% which is good for this type of survey.

A resident from nearby Pipers Close raised concerns about any developments adjoining the current drainage as it already gets blocked and needs rodding regularly.

The Chair of the Village Hall said that they'd be unhappy with this new development being added to the drain that is due to be put in place across the Village Hall site to accommodate the 16 property development currently under construction near by.

Another resident commented that there are a number of brown field sites in the village which would be a more appropriate for development.

A further resident asked if there had been a traffic survey done and a it is a busy and fast road at that point. This was noted that Highways mitigations would be a matter for the County Council and not the District Council.

A resident asked why developers seem to constantly go against the Local Plan. Cllr Roberts reassured the resident that after the call for sites process last year, no sites in Fowlmere had been chosen and that SCDC was focussing its development for housing need on the big settlements and sites closer to the City. SCDC are not looking to develop in smaller villages. SCDC are looking to build 49,000 houses in the next 20 years which will include 40% affordable but Fowlmere has not been chosen as a site. None of the sites in Fowlmere put forward are receiving support from SCDC. Developers are entitled to challenge the Local Plan but they need to put forward good reasons. The Parish Council has always supported the Local Plan.

Cllr Mulholland said that he did not think we should be scared of developments and that he was very encouraged to see high percentages of affordable homes being proposed and a development coming forward that was actively looking to be carbon neutral with renewable energy at build but he said the location was troubling. There seemed an inevitability of an obvious brown field site in the village getting planning permission at some point in the next few years and said that if this proposal was for that site he would be in favour of it but in its current location he cannot give it support.

Cllr Fulton and Cllr Collinson both echoed Cllr Mulholland's views.

Cllr Collinson proposed refusal and Cllr Lennon seconded that the Parish Council recommends refusal of both applications to SCDC. All agreed.

7 21/00784/NMA1 – Lower Thatch Barn Lower Farm, Long Lane, Fowlmere

Non material amendment of planning permission 21/00784/HFUL (Replace 1 No. front door and 2 No. sliding windows to front elevation and 4 No. bottom hinged windows to side elevation) to replace the left hand fixed window at ground level on the elevation facing the road

Cllr Roberts declared an interest as a near neighbour and left the room

Cllr Mulholland took the Chair for the item.

The application was for a replacement doors and windows but that it was on a listed building hence the need for a planning application. The look of the doors and window was very similar to the ones they were replacing and Cllr Mulholland suggested that if the Listed Buildings dept are content then we need not comment.

Cllr Collinson proposed that we leave the determination to SCDC and Cllr Mulholland seconded. All agreed.

8 Review and update list of potential S106 projects

It was proposed that in light of the number of Cllrs absent due to COVID and various other reasons this item be carried over to a future meeting. All agreed.

The meeting closed at 21:17pm



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 22nd FEBRUARY 2022 AT 7:30 PM

PRESENT: Cllr L Wragg (Chairman), Cllr P Burge, Cllr P Collinson, Cllr J Fulton,
Cllr J Hobro, Cllr C Howe, Cllr S Mulholland and Cllr D Roberts,

IN ATTENDANCE: Mrs D Woods (VHMC) and approximately 6 members of the public.

1. Apologies for absence

There were apologies from Cllr R Lennon (convalescence)

2. Declaration of interest in agenda items

Cllr Roberts declared that if any planning matters came before SCDC she would look at them afresh.

3. Minutes of the Parish Council Meeting of 18th January 2022

The draft minutes were reviewed.

4. Matters arising not covered in the agenda

There was none.

5. County Council update (written report received and circulated)

Cllr Peter McDonald had sent his apologies (unwell) but his report was discussed.

6. District Council update

Cllr Roberts said that that the SCDC element of the Council Tax was set to increase by approx £5 for a band D property and that the rent for council properties was due to rise by 4.1%, both of which she was unhappy with.

Cllr Mulholland asked if there had been any feedback over the possibility of a review of bin collection frequency pointing out that his black bin often only has 1 sack in per fortnight. Cllr Roberts said that SCDC had no date to a review the bin collection frequency structure. Cllr Hobro said it was a statutory requirement to collect black bins no less frequently than once a fortnight and therefore SCDC was limited in what changes it could put in place. It was suggested that it might be better for concerns on this matter to therefore be sent to our MP.

Cllr Collinson asked for an update on the underground water course on Ryecroft Lane (near the alley and substation opposite St. Mary's Walk). Cllr Roberts said she had circulated some information a few months ago. Cllr Collinson was not sure he had received this information. Cllr Roberts agreed to go back, check and forward the information to Cllr Collinson.

**Action: DR to
resend
information**

7. Village Hall update

Mrs Woods (VHMC Chair) said she not received the further information that had been requested from Boom Construction in regards the sewerage provision (due to go across VH land) for the Shaw Close development which was disappointing.

Mrs Woods also asked about the addendum to the VH lease in respect of the access road which had been in conversation since September.

**Action: PB to
sort
addendum**

Meeting opened for questions from members of the public and/or press

There was none.

8. Road safety

a) Travel Hub

Cllr Hobro reported that the GCP had passed the project to proceed and would now apply for planning permission. There is an indication that this may be considered in April but may be later. Cllr Hobro has liaised with Foxton Parish Councillors Brown and Ilott over a number of months and Cllr Hobro has a website and online petition ready to oppose the

current plans. Cllr Hobro suggested he might also speak with Barrington Parish Council on this matter.

Cllr Roberts asked if the discussions had been with just some Cllrs or the whole Foxton PC. Cllr Hobro said his main discussions had been with Cllrs Brown and Ilott however as Cllr Brown is stepping down from Foxton PC in May it was agreed that the Cllr Hobro should speak with the whole of Foxton PC to refresh the working arrangement. It was agreed that Fowlmere PC should only act alongside Foxton PC and not unilaterally.

Action: JH to continue liaison with FoxtonPC

b) Speedwatch

Cllr Howe reported that because of recent bad weather no speed watch sessions had taken place but he hoped to do some in the coming month.

c) Chrishall Road “road narrows” signage

The new warning signs and reflective bollards by the pumping station bridge on Chrishall Road had been installed last week. Thanks were recorded to Robin Barker (Chapel Lane) for bringing the issue to the parish council’s attention and to County Cllr McDonald for his help in advancing the matter with Highways.

Action: SM to report road surface deterioration

d) Items reported to CCC Highways

There was none this month but future items [could be reported by anyone by clicking here](#).

Cllr Howe said that the road surface by the War Memorial was deteriorating badly. Cllr Mulholland said he would report this.

Cllr Hobro raised the point that the pavement on London Road was breaking up badly and suggested this matter should be raised. Cllr Roberts thought that because of the way the council house buildings programme worked in the 1970s this may have been left as a matter for the District Council (as house builder). It was agreed that Cllr Roberts would check and advise back.

Action: DR to report back

9. Clerk Vacancy Update

Cllr Wragg reported that 2 applications had been received yesterday and that there had been 1 additional expression of interest. As the re-advertisement had not had a specified closing date, it was proposed to allow until the end of the week and then proceed to the interview process without delay.

As with previous interviews processes a small (3) interview panel was required (acknowledging some Cllrs had work commitments)

Cllr Wragg proposed Cllr Burge who accepted. Cllr Burge proposed Cllr Roberts who accepted. Cllr Howe proposed Cllr Lennon (who was not present to accept although the council was happy with this proposal.) Cllr Wragg proposed that if Cllr Lennon was not able to full-fill this role he might step in ex-officio. All agreed.

Action: PB, DR, RL and LW to liase

10. Reports from meetings attended and/or training attended

Cllr Mulholland reported that he and Cllr Wragg met with 2 police officers on 3rd February, a DI Rowe and a DS Weston who were following up on a complaint they had received, and they had requested a fact-finding meeting.

They had an extremely civil and constructive conversation where the officers could appreciate both sides. Their opinion was that it is important to use a “Crown Copyright” Map when looking at boundaries and they could see that the Clerk had done this. However they were also sympathetic that the alternative map being presented by the complainant was also “Crown Copyright” which led them to suggest that they may not be able to make a clear judgement either way.

The officers said that that they would need to consider the matter carefully, and most likely seek some internal legal advice of their own, but they were unequivocal in stating that they did not believe any offence had been committed.

As of this evening’s meeting the Parish Council had not yet heard back from the officers.

11. Finance and General Purposes

a) Bills to be paid

- 1) Eldercare monitoring service £56.56
- 2) Fowlmere Village Hall room hire £48.00
- 3) Scribe accounting software annual subscription £345.60
- 4) 4one4 Skateparcs 50% payment £11,541.00
- 5) Ian Wilson Handyman Services (scooter ramp base) £3,133.41

6) Cllr Mulholland out of pocket expenses £117.29

Cllr Burge suggested that (as previously discussed in other meetings) the Scooter Park grant was to be paid to the council in arrears we would need to transfer £10,000 from the savings account to the current account to bridge payments which could be put back in savings when the grant has been received. Proposed by Cllr Burge and seconded by Cllr Roberts.

Action: PB to arrange transfer of funds

b) Adoption of new financial regulations as discussed at sub-committee meeting

The new regulations had been discussed in depth at the Finance sub-committee meeting in December 2021 which was recommending adoption to full council. This was proposed by Cllr Burge and seconded by Cllr Roberts. All agreed.

c) Virtual Phone Number for Clerk position

It has been noted that as well as avoiding personal email addresses as best practice, personal phone numbers should be avoided too. This is not new as the minutes archive shows previous Clerks have had a 2nd phone line put into their properties although more recent Clerks have taken a more relaxed approach. A Clerk mobile phone is one option, however Cllr Mulholland proposed using a "virtual" landline which could be routed to another number. The benefits of this system would be the number could appear as a local number (01763) and could be re-routed to a nominated Cllr to cover Clerk holidays etc. The service would also come with a voicemail service and would cost £4.99 per month. Proposed by Cllr Mulholland and seconded by Cllr Collinson. All agreed.

Action: SM to liaise with PB to set up contract

d) RoSPA inspection quote

The annual RoSPA inspection quote had arrived at a cost of £168 excluding VAT All agreed to accept.

e) Monthly play equipment inspection

Cllr Burge had not managed to do this last week because of the recent high winds this but would do so this week.

Cllr Collinson offered to help with this task.

f) Location of summer meetings

Cllr Mulholland explained out that pre-COVID we had a tradition of holding the "BST" meetings in the URC Schoolroom and the "GMT" meetings in the Village Hall Pavilion Rooms so as to spread the hire cost money around a bit. When in person meetings recommenced last May but social distancing was still required it was agreed to keep to the Village Hall as it was larger and had better ventilation. Cllr Mulholland asked that with restrictions are being removed did we want to consider reverting back to the old system after the clocks change (end of March). Cllr Burge said that the access to the Village Hall projector had been invaluable, and that it was a more professional environment. Cllrs Roberts and Hobro both supported this view.

All agreed to keep meetings at the Village Hall with the schoolroom as a reserve should the VH not be available.

Action: SM to book future meetings

12. Burial Board

a) Recent and upcoming interments, memorials and transfers

There had been no interments however there has been one enquiry from a Dr Golding about placing his brother's ashes in his parents grave. A deed of transfer would be required, and this process is in hand.

b) Bin collections update

The bin had not been emptied again and was overflowing. Cllr Mulholland rang the number on the side of the bin to ask why on 8th February and was told that it was not on the schedule but would be added. This was blamed on a new computer system. Collection day is Tuesday, but it was not emptied on Tuesday 15th or today (Tuesday 22nd at approx 1pm.) Cllr Mulholland will check in the morning and call the number again if still not emptied. In the interim, he has been filling bin sacks to as far down as he can reach in the blue bin and taking them home to mitigate the situation, but this is not a long term solution.

Action: SM to monitor

c) Consideration of amendment to current terms and conditions

Cllr Mulholland proposed that some adjustments could be made to the terms and conditions to allow the advance sale of plots rule to allow for someone with a terminal diagnosis to get their affairs in order and for a single neighbouring plot to be purchased by a

family member at the time of burial. The complete ban of advance sales had been primarily to prevent large block sales which had created the unintended consequence of being overly harsh especially when old pre-sales were being honoured. A carefully worded update on policy could strike the right balance between prudence and empathy.

After some discussion it was agreed to look further into this and Cllr Mulholland would work on appropriate re-wording to bring to the next meeting.

Action: SM to work up wording and circulate

d) Progress on works

The recent weather had prevented any working at height on the bell tower which is the last task left to complete.

13. Planning Committee

- a) 22/00214/HFUL - Single storey side extension, 9 Ryecroft Lane, Fowlmere

There were no objections.

- b) Update on S106 requests

The S106 future project list had been circulated and reviewed. All projects were retained with a cemetery maintenance and expansion category added.

14. Update on Airfield flightpath concerns

Cllr Hobro presented data that he and Cllr Howe had gone over and could see there was clear merit in Mrs Blythe's complaint. Cllr Howe offered to draft a letter to the airfield explaining their findings. Cllr Fulton said he believed this new flight circuit was as a result of a previous noise complaint from the old circuit but the issue is that the flight circuit was registered with the CAA and so the Airfield was not breaking any rules.

Mrs Blythe informed the council that she had now made a formal complaint with the CAA.

The council agreed that it would continue to try and mediate where it could but it was felt it might now be best to await the outcome of the CAA complaint.

Action: CH and JH to update airfield

15. New FPC Website and email addresses

a) Website

The new website had gone live on 1st February as agreed and was now populated with more historic minutes and working documents than the old website had. Cllr Hobro thanked other Cllrs for their help in the push to get it live. Cllr Hobro said that the new site included both a council and local events calendar which can be subscribed to in order to get updates. Anyone with details of events to be added should send them to the Clerk's email address. A re-direction had been posted on the old website.

The Council expressed its gratitude to Cllr Hobro for his hard work.

b) Email

After a discussion it was resolved that the final use of personal email would cease 2 weeks hence (9th March). Cllr Hobro reiterated his offer of help to anyone that required it.

16. Progress of ongoing projects

a) Scooter Park

Cllr Burge reported that the main structure had been completed but that the final groundworks were waiting for the installation of the acoustic fencing. It was hoped that this would be installed within 6 weeks. Mrs Woods expressed concern that it was being used despite it not being finished and without the acoustic fencing being in place was creating noise disturbance for the nearest residents some of whom had written to the council to complain. Cllr Burge said that the park was fenced off but regrettably some people were ignoring this. It was hoped that once the acoustic fencing was in place the noise problems would be mitigated.

Mrs Woods also asked that as it was designed as a scooter park it seemed inappropriate that the installation company's sign that was on it (4one4 skateparks) was giving the impression it was for skateboard use. Mrs Woods asked that this be removed.

It was also discussed that a sign designation appropriate age range use be put up as it had been noted that adults had been using it when it was designed to be up to the age of 14. Cllr Burge said he would take these comments back to Mrs Keppy.

A wash up meeting was discussed for when the scooter park is finished and open which was agreed to be a good idea.

b) Potential Defibrillator and CPR Training

The CPR training session at the village hall on 24th March was now fully booked. The defibrillator project agreed to in the November'21 would be taken forward by Cllr Collinson

Action: PC to take on defibrillator project

c) Round Moat Pebble Fund

The pebble fund grant was near completion but due to the fallen trees in the moat in recent days, some of the bird and bat boxes had needed to be re-located. It was agreed that Cllr Collinson would ask for extra time for completion on the grounds of delays caused by the bad weather and COVID restrictions.

Action: PC to request extension

d) Street signs

Nothing to report

e) Queens Jubilee including Community Chest Grant opportunity of up to £700

There was the opportunity for a £700 Community Chest Grant for a Platinum Jubilee Memorial. After a discussion it was felt that a covered seating area might be a good idea, perhaps under the group of trees on the Green by the 1st bend in the road on Savile Way. It was agreed that Cllr Mulholland would research this further.

Action: SM

f) Green Domestic Heating schemes

Cllr Hobro reported on an innovative County Council scheme in Swaffham Prior for community ground source heat distribution that was being installed into properties retrospectively (most schemes of this type are installed at build). As Fowlmere does not have mains Gas it was noted that we would be at the sharp end of the fuel price increases over the next few years. It was not yet clear how successful this pilot scheme would be but it would be worth keeping a close eye on. Cllr Hobro agreed to keep a watching brief.

g) New project ideas

Cllr Roberts asked about the disabled access to the village hall which had previously been spoken about. This required the lease amendment to be resolved before it could proceed.

17. Trees, Grass and Hedges

The recent storms had brought down a substantial number of trees in the moat some very close to property that Ian Wilson had already dealt with. An offer had been received from 2 residents to chop up the 4 large trees fallen that were across the open area of the moat. It was agreed that while it was a very kind offer they would need to provide documented proof of competency to use a chainsaw (such as a LAMPTA qualification) and the Parish Council would need to enquire as to the insurance position for such volunteering.

Action: SM to write to insurers

Mr Lester had written asking the PC's insurance position should a tree fall on a property. It was agreed Cllr Mulholland would ask our insurers these two questions and report back.

a) Tree Survey

Argenta had confirmed that they will be conducting the next tree survey in the early part of March. This was very welcome given the recent storms.

18. Correspondence

These were discussed, many during relevant items earlier in the meeting.

19. Action List update

Cllr Mulholland reported that the action list had become somewhat out of date in the absence of a clerk. For the time being it was stressed that actions pointed to in minutes should be noted by Cllrs.

The meeting closed at 21:55

Date of next meeting: Tuesday 15th March 2022



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 15th MARCH 2022 AT 7:30 PM

PRESENT: Cllr P Burge, Cllr P Collinson, Cllr J Hobro, Cllr S Mulholland (in the chair)
and Cllr D Roberts,

IN ATTENDANCE: County Cllr P McDonald, Representative of the Village Hall Management Committee (VHMC) and approx 13 members of public.

1. Apologies for absence

There were apologies from Cllr Wragg (personal commitment), Cllr Howe (work commitment), Cllr Lennon (unwell), Cllr Fulton (military deployment)

2. Declaration of interest in agenda items

Cllr Roberts declared; if any planning matters came before SCDC she would look at them afresh.
Items 13a & b Cllr Hobro declared an interest as a close neighbour.

3. Minutes of the Parish Council Meeting of 22nd February 2022

The draft minutes were reviewed and agreed as an accurate record of the meeting.

Actions completed:

8d. Cllr Mulholland reported road surface deterioration at War Memorial.

9: Cllrs Wragg/Burge/Lennon/Roberts liaise over clerk interview.

11a Cllr Burge Transfer Funds

11f Cllr Mulholland booked hall for future meetings end 2022 (exception being August).

17 Cllr Mulholland to contact Insurers with Round Moat questions; reply circulated in correspondence

16c. Cllr Collinson to ask for Pebble Fund Extension

Actions carried over:

6. Cllr Roberts to email Cllr Collinson information regarding underground water course on Ryecroft Lane (near the alley and substation opposite St. Mary's Walk).

8d Cllr Roberts to report back on responsibility for pavement along London Road (County or District)

14 Cllr Howe & Cllr Hobro on update to the Airfield - letter now drafted; clerk to send (pg 81)

4. Matters arising not covered in the agenda

a) Cllr Mulholland had received a reply from Cambridgeshire Police in respect to the co-option challenge. This reply has been circulated to all Cllrs. The police concluded that the former Clerk, and therefore the council, had acted properly throughout the process. In reference to the specific point on mapping, the Police were satisfied that the former clerk had used a trusted source (that being a Crown Copyright map) and that this trusted source had been pointed to by SCDC Electoral Services. This matter is now closed.

b) Cllr Burge - Financial regulations that were adopted in last meeting have been posted on Parish Council website

5. County Council update (written report gratefully received and circulated)

Cllr Peter McDonald commented about a recent meeting regarding Ukraine refugee support with the Mayor, and council leaders and chief executives across the east of England. He emphasised the homes for Ukraine Refugee's Scheme, where home owners can receive £350, & local authorities receive £10,500 for Ukrainian refugees to cover varying items. Further meetings to be held with home office. Parish Council to Communicate with residents as updates occur.

Cllr McDonald mentioned the Easter holiday programme for children free school meals, co-ordinated with schools with funding for activities and hot meals every day.

Cllr Mulholland thanked Cllr McDonald for a thorough report.

6. District Council update

Cllr Roberts mentioned, as per previous minutes of February 2022, her thoughts regarding South Cambs precept and Council house rent increases.

Regarding the Conflict in Ukraine Cllr Roberts would like to congratulate Fowlmere Residents for their support in the collections. The Chequers pub in Barley have sent three large van loads over to Ukraine.

South Cambs Senior planning officers (in new year) received a pre-planning application for advice, from a large site, at this time was confidential. The recent leaflet delivered to all houses in Fowlmere for the Long Lane site meant this was now in the public domain. Cllr Roberts contacted Michael Sexton (planning officer) who replied via email. Mr Sexton said; a Pre-application enquiry had been made but the officer did not support the application; given the sites location, level of development and that the application would have a significant detrimental impact on the open landscape on the village edge. It was noted this was also contrary to the adopted local plan. While developers are encouraged to engage with the local community, Mr Sexton had not expected a leaflet.

ACTION: Cllr Roberts to forward Cllr Burge email from Mr Sexton

Cllr Mulholland had received an email from the developers (as VC) asking for the opportunity to make a presentation at 19th April meeting. He expressed the view that such presentations should not be held at regular meetings as this can take away from a meetings main agenda.

Cllr Robert's view was; the Parish council should not speak to the developers until a formal application was submitted and not before the upcoming elections. Cllr Collinson agreed with the election point. Cllr Burge referred to previous criticisms when not liaising with developers. He thought a public meeting would allow residents a chance to make clear their views, and would be more inclusive to those not able to access online forums. Planning officers could be invited to attend to give advice during such a meeting and independently witness the discussion. Cllr Burge also explained, when this site had been discussed by the Parish Council during the "call for sites" process in 2020, a number of strong reservations had been raised. The Parish Council is therefore on record of not supporting the development of this site. Cllr Mulholland agreed with Cllr Burge's main points; allowing the public a forum to speak their views, but also agreed with Cllr Roberts; this should not take place until after the election.

Meeting opened for questions from members of the public and/or press

A parishioner stated she was unhappy that the developer was trying to gain public support, after being given the pre-application advice which was clearly against such a development. She felt this was a dishonest approach. Two parishioners both thought talking to the developers may be twisted by them to suggest positive community engagement.

Cllr Hobro said an open meeting would give parishioners the opportunity to air their views in public, rather than the closed nature of emails to the developers consultation which would not have independent oversight. Cllr McDonald clarified; whilst previously the land supply had been around 5.2 years, recent indications now put it at 6 years which should give greater security against speculative developments. It was resolved that the holding of a meeting would be for the newly elected council to decide, after May's election.

ACTION: Cllr Burge (as Planning Chair) to write to the developers to explain timing of election and that the new council would decide going forward with an open meeting.

ACTION: Cllr Burge to seek further advice from SCDC officers about meeting with developers.

A parishioner asked Cllr McDonald, in reference to the recent major burst water pipe, what investigations could be made regarding the historic tunnels under the carriageway and extend under houses. Cllr McDonald acknowledged that similar investigations had taken place in Ickleton by the structural engineering team at County.

ACTION: Cllr McDonald to request an inspection of the tunnels

A parishioner asked Cllr McDonald for an update on the clearance of the ditch on Long Lane

ACTION: Cllr McDonald to chase.

7. Village Hall update

a) Scooter Park

Cllr Burge updated; a delivery date of 18th April had been given for the acoustic fencing and the company had taken into consideration the size of lorry given the tight roadway access. VHMC asked if some of the groundworks could be made good before then. Cllr Burge said that PC handyman had advised; making good now will only mean having to re-do it once the fencing was erected.

VHMC had received a quote for additional CCTV to cover the Scooter Park and Gym Equipment costing £551.64 . The VHMC would look to the PC to cover this cost. Cllr Burge said there may be funding left over as the Acoustic fencing quote was cheaper than expected, however, there may be

some additional noise mitigation needed (insulation underneath ramp). Once a quote had been received, he will be able to look at using any remaining budget towards the CCTV Camera.

ACTION: Cllr Burge to follow up quote.

Cllr Burge asked about CCTV signage and how images are stored, he was concerned about how the data is managed. VHMC stated the CCTV company place all relevant signage that is legally required and the VHMC holds a safeguarding policy for adults, young people and children in the hall. Cllr Mulholland asked if the CCTV company has a safeguarding document as part of data protection surrounding the storage of information (pictures) received from the CCTV images bearing in mind it is a children's play area. It would be good due diligence to see the CCTV companies Safeguarding and Information holding policies

ACTION: VHMC to contact CCTV Company for Policy.

Cllr Burge said signage for the scooter park itself had been drafted for circulation. This would acknowledging funding received, make clear the age appropriateness for park use and rules of use.

ACTION: Cllr Burge to ask Mrs Keppey to forward draft to VHMC.

It was agreed that when the Scooter Park was fully completed and officially open we should advertise this in F&TN and on Facebook.

b) Access Road

Cllr Burge had finally received confirmation that the Village Hall held responsibility for the access road and had forwarded the relevant paperwork to VHMC.

VHMC reported that Boom construction (Shaw Close development) had submitted a proposal to Anglian water for a drain survey on part of Pipers Close sewerage system and were awaiting results. VHMC said the Access road disability question would be best looked at once all the drainage work had been completed.

8. Road safety

a) Travel Hub

Cllr Hobro reported that Travel Hub plans will not be presented to County until after the elections, but expected it would be soon after. Cllr Hobro had further liaised with Cllr Brown at Foxton Parish Council and their campaign website and petition was ready to go.

b) Speedwatch

Information from Cllr Howe. Speedwatch will have a session later on in the week.

c) Items reported to CCC Highways

There was none this month but future items [could be reported by anyone by clicking here.](#)

Cllr Hobro noted a temporary sign on the road to Foxton Road had a date of 2021.

ACTION: Cllr Hobro to contact Cllr McDonald who had left the meeting.

d) Cereals - June 2022

Traffic plan avoids Fowlmere completely which is appreciated although it was noted that in the past attendees ignored advice and used Fowlmere as a rat run. It was felt that request for Signage to state event traffic not to travel through Fowlmere may dissuade some.

ACTION: Clerk to contact regarding signage

9. Clerk Vacancy Update

Cllr Burge updated that he, Cllr Lennon and Cllr Roberts had interviewed candidates. The panel recommended Mrs Angela Mulholland for the position of Clerk and RFO which Cllrs had informally agreed to via email. Cllr Burge formally proposed Mrs Mulholland as Fowlmere Parish Clerk and RFO, Cllr Collinson Seconded, All in agreement (Cllr Mulholland abstained as conflicted.)

Due to some new clerk courses being relatively soon Cllr Burge Proposed clerk attends courses around other commitments and where unable to defer to the earliest opportunity. Cllr Roberts Seconded. All in agreement

10. Reports from meetings attended and/or training attended - There were none.

11. Finance and General Purposes

a) Bills to be paid

- 1) Fowlmere Village Hall room hire £48.00
- 2) Website Hosting Annual Charge - £900
- 3) Cemetery Water Rates £77.83

- 4) Ian Wilson Handyman Services - £450 Emergency tree works
- 5) K Byrne £108 (work completed over last month)

Direct Debits

- 1) Information Commissioner's Office renewal £35
- 2) Opus Energy (Street Lighting) £42.61
- 3) EDF Energy Cemetery (electricity) £10

CAPALC membership is due @ £429.28 + £50 Data protection officer scheme = £479.28
 Cllr Burge proposed to renew membership. Cllr Collinson Seconded. All in agreement.

SLCC membership to transfer to new clerk approx £150 to avoid waiting till next meeting, would enable the Clerk to book onto courses. Cllr Burge Proposed. Cllr Roberts Seconded. All in agreement.

b) Virtual Phone Number for Clerk position

Cllr Burge looked into Virtual Phone line, however payments can only be made by card. Our Financial regulations allows Parish Council to have a card. Cllr Burge proposed applying for a pre-paid debit card to be front loaded with £500.00. Cllr Collinson seconded. All in agreement.

A Resolution would be required to top up card at meetings when necessary.

ACTION: Cllr Burge / Clerk Administration of unity account to transfer from former clerk to new clerk to allow above to happen

c) Monthly play equipment inspection

Cllr Burge had completed. Cllr Collinson offered to assist in future months.

ACTION: Cllr Collinson action to learn system

12. Burial Board

a) Recent and upcoming internments, memorials and transfers

Interment of Ashes of the late Elizabeth Duncan into parents grave on Fri 11th March plot 638.

b) Bin collections update

The bin still hasn't been collected. Cllr Mulholland has emptied several bin bags over last 3 weeks.

ACTION: Cllr Roberts to contact SCDC Refuse department about cemetery Bin collection

c) Consideration of amendment to current terms and conditions

Wording had been circulated to Cllrs regarding update to clause 7 agreed in principle at the previous meeting. Wording was discussed and adjusted slightly.

Cllr Mulholland Proposed adopting wording. Cllr Roberts seconded. All in agreement

ACTION: Clerk to update website with new terms and conditions.

d) Progress on works

The weather has improved significantly and Council's Handyman is to continue works on the Bell tower in approx two weeks time.

Cllr Roberts noted how good the cemetery was looking but the daffodils along Mill Road hedge don't seem to be doing as well as daffodils alongside Fowlmere Road hedge. Possible Muntjacs or squirrels digging up? Cllr Collinson suggested a mesh under subsoil over top of bulbs to help regenerate and stop the bulbs being eaten.

13. Planning Committee

Cllr Hobro declared a conflict of interest for items a) and b) and left the room for these.

- a) 22/0175/TTPO - Brook Farm, Chapel Lane, Fowlmere.

T1 Willow - management of lapsed pollards- re-pollard of 6m leaving a polling at 11m. Re-pollard.

There were no Concerns. All agreed.

- b) 22/00504/HFUL - 1 Johns Close, Fowlmere Garage Conversion, external rendering and roofing Additional structure, living space - single story - no neighbour comments to date.

There were no concerns. All agreed

- c) 22/00568/FUL - Fowlmere Village Hall, Chrishall Road, Fowlmere
 Installation of a non turf cricket pitch in existing grass field

The Council had already indicated approval when the VHMC asked permission. Agreed to inform SCDC that we are the landowner but were supportive of this application.

- d) 22/00612/HFUL – Fieldside, Thriplow Road, Fowlmere
 Single Storey rear extension

There were no concerns. All agreed

14. Trees, Grass and Hedges

- a) **Tree Survey Update** - Due to take place in March.

ACTION: Clerk to followup with Argenta.

- b) **Post Storm Eunice Round Moat Update**

Cllr Mulholland informed that PC Handyman had laid down the trees that were “hung up” and are now safe. The reply from the insurers stated that volunteers have the same liability cover as employees, therefore volunteers can work on the fallen trees as long as relevant Risk Assessments and Method statements (RAMS) are in situ. For example - PPE and appropriate competency.

ACTION: Cllr Collinson to write RAMS and forward to clerk

Cllr Collinson informed that cut wood would be used to fill in the holes left by roots of fallen trees and create a useful wildlife habitat.

Cllr Mulholland updated on the question of Insurance to cover a tree fallen on a property. The Council does have public liability but this covered negligence. As long as the Council is not proven to be negligent, the council would not be liable, and a home owners own insurance would pay in the same way as high winds taking tiles off. The onus would be on a home owner to prove negligence.

ACTION: Cllr Mulholland to update home owner that asked question.

- c) **Butts Grass cutting arrangements**

Cllr Mulholland received an email from the school. They have in the past arranged grass cutting of The Butts, with the Parish Council contributing 50%. However due to a safeguarding review, the school are no longer using the Butts as a play area. The School asked the council to take this back on.

Hardy's have quoted £180 per cut and strim; April to September, potentially 2 cuts per month.

Hardy's had also requested a £70 increase per month for existing contract to allow for inflation

ACTION: Cllr Burge to check current contract.

After a discussion it was agreed to check with the school if they still intended to use the Butts for organised sport like Sports Day and how this might be arranged / paid for.

ACTION: Cllr Mulholland to discuss with school.

Cllr Hobro stated ultimately it would be the PC's responsibility to maintain the amenity for the village but costs could be mitigated by designating a wild area.

15. May 2022 Parish Council Elections

- a) **Nominations open 28th March thru 5th April**

The District Council would prefer forms to be brought in bundles. Need to book time slot. Cllr Roberts will be at SCDC 30th March and is happy to take forms. It was agreed to advertise in FATN, for April and to re-prompt on Facebook next week.

ACTION: Cllr Mulholland to advertise on Facebook and add to the website.

16. Progress of ongoing projects

- a) **Defibrillator** - Cllr Collinson - Defib to be ordered with Clerk, Cllr Lennon to forward info on decision of which company to be used.

ACTION: Cllr Collinson to liaise with Cllr Lennon and get back to clerk

- b) **Round Moat Pebble Fund**

Cllr Collinson requested for a tarpaulin to place over the wildflower area to kill the grass to make it easier to rake out. Some Cllrs may have this and will check.

An extension had been granted with a request for an interim report.

ACTION: Cllr Collinson to write and submit report.

- c) **Queens Jubilee Including Community Chest Grant Opportunity of up to £700**

Update from Cllr Lennon: Plans progressing well, sponsorship for expenditure items has been found. A request was made for the Parish Council to bank roll any purchases. All agreed.

Community Chest jubilee grants upto £700. A circular bench around tree for Saville Way green space would cost £3-4k. Well above grant. It was agreed to add this to S106 grants.

Instead restoration of the metal 1967 Jubilee (15yrs) bench with an additional plaque was discussed.

ACTION: Cllr Mulholland to take this forward.

Cllr Hobro updated that the final report for the Cycle Stand project has been sent. All criteria had been fulfilled.

d) New Project Ideas - None

17. Correspondence (list Circulated)

The correspondence list was discussed with no action points arising.

The meeting closed at 21:36pm

Date of next meeting: Tuesday 19th April 2022



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 19th APRIL 2022 AT 7:30 PM

PRESENT: Cllr Wragg (Chairman) Cllr P Burge, Cllr P Collinson, Cllr Fulton, Cllr J Hobro, Cllr Lennon and Cllr D Roberts.

IN ATTENDANCE: The Clerk, a representative of the Village Hall Management Committee (VHMC) and approx 3 members of public.

1. Apologies for absence

There were apologies from, Cllr Howe (work commitment), Cllr S Mulholland (work commitment), and County Cllr Peter MacDonald.

2. Declaration of interest in agenda items

13a Cllr Burge declared an interest and would leave the room.

Cllr Roberts declared that if any planning matters came before SCDC Planning Committee she would look at them afresh.

3. Minutes of the Parish Council Meeting of 15th March 2022

The draft minutes were reviewed, amended and agreed as a full accurate and representative account of the business of the meeting as amended. All Agreed. The Minutes were signed by the Chairman.

Actions completed:

Public a: Cllr Burge (as Planning Chairman) to write to the Long Lane developers to explain timing of election and that the new council would decide going forward about the possibility of an open meeting.

Public b: Cllr Burge to seek further advice from SCDC officers about holding a meeting with developers.

Public c. Cllr McDonald to request an inspection of tunnels,
- contacted relevant parties to action.

Public d: Cllr McDonald to chase clearance of the ditch on Long Lane,
- contacted relevant parties to action.

7a Cllr Burge will follow up quotes for noise dampening for under Scooter ramp.

8c Cllr Hobro to contact Cllr McDonald regarding signs on road to Foxton with incorrect dates.

8d The Clerk emailed Cereals 2022 with Council's reply.

11c The Clerk to upload new Cemetery Regulations and Documents to the PC website.

13b Cllr Collinson to write RAMS and forward to Clerk.

13b Cllr Mulholland replied to a parishioner regarding insurance and liability surrounding fallen trees in the Round Moat.

14 Cllr Mulholland to add information regarding nominations to PC website and Facebook Page.

16c. Cllr Collinson to ask for Pebble Fund Extension of time.

M14 Cllr Howe & Cllr Hobro on update to the Airfield - letter now drafted; Clerk to send (pg 81).

Actions carried over:

A6. Cllr Roberts to forward Cllr Burge a copy of email from Mr Sexton, SCDC.

7a VHMC to contact CCTV company for their safeguarding policy.

A10b The Clerk/Finance Chairman to look at prepaid card.

M6. Cllr Roberts to email Cllr Collinson information regarding underground water course on Ryecroft Lane (near the alley and substation opposite St. Mary's Walk) - after gathering info from SCDC.

M8d Cllr Roberts to report back on responsibility for pavement along London Road (County or District).

4. Matters arising not covered in the agenda

- a) Cllr Burge - Hardy's, the PC's grass cutting contractor, has asked for uplift in the monthly contract. Cllr Burge had checked the current contract, and it allows for a 3% annual uplift. Hardy's are seeking this year the equivalent of 5.4% increase to allow for ongoing cost increases. There is 1 year to run on this contract, and the precept was increased in anticipation of the increase in costs. To maintain good service, Cllr Burge recommended to continue the contract, and agree to the increase sought by Hardy's. Cllr Collinson and Cllr Lennon agreed to the uplift to maintain good relationship with a local business, with the knowledge the contract can be put out to tender after this last year. Cllr Burge proposed, Cllr Wragg seconded. All agreed.
- b) Cllr Roberts unable to find email regarding water course - will go back to officer to forward information.
- c) Cllr Roberts has emailed manager at Waste Disposal - awaiting reply.
Cllr Roberts noted that the bin was covered in ants.

5. County Council update (written report gratefully received and circulated)

No Matters arising. Written report submitted, to be added to the website.

6. District Council update

Cllr Roberts had nothing to report due to being in the election period.
Meetings still being carried out at SCDC.

7. Village Hall update

a) Scooter Park & CCTV.

Email from Richard Smith at SCDC regarding a complaint surrounding Health and Safety Concerns and Noise Concerns of the Scooter Ramp. Information was sought and a reply was sent to Richard Smith, no response has been received as yet.

VHMC was not aware of the complaint, and have felt they have not been kept informed or included in correspondence surrounding the installation of the scooter park. VHMC have replied to drafts about signage, but had no response as yet. VHMC have a Vulnerable Children and Safety policy, signage for CCTV is displayed and additional signs can be bought @ £10 per sign.

VHMC asking for a response regarding the £3000.00 for the base - to be ratified in the minutes. Cllr Burge to respond.

Cllr Roberts asked if the regarding the complaint, whether SCDC would be taking any action. Clerk stated no further information has been received.

Cllr Wragg and Cllr Mulholland would like to thank Vikki Keppey for all her hard work.

ACTION: Mrs Keppey to liaise with the VHMC and others

b) Access Road

VHMC reported that the drain survey carried out by the developers showed that one way is clear.

Drains survey was completed on the drains along Pipers Close, with a video to follow. A plan of works has been received. VHMC to write to residents with detailed information. Boom construction keeping the VHMC informed. Keeping a good relationship with the company. Disabled access for the exit road will be addressed once the drainage work has been completed.

Cllr Hobro & Cllr Burge asked regarding the structure of the drain downstream, and an upstream obstruction- no longer concerns of the structure of the drains and the obstruction will not affect the drains that will be worked on. VH have not had any drainage problems recently.

Meeting opened for questions from members of the public and/or press

Cllr Wragg asked the Clerk if any questions were received in advance of the meeting - there were not.

Parishioner - asked surrounding the publication of draft minutes before meetings as this had been carried out previously. Clerk stated there is no directive, but the council will have to agree.

Action: for new Council to discuss publication of draft minutes.

8. Road safety

a) Travel Hub

Cllr Hobro has no updates. He has contacted Foxton Parish Council, regarding the website and petition text drafted with Cllr Browne. Cllr Browne has stated that they are waiting until the next Parish Council convenes. Cllr Ilott to be the contact in the future.

ACTION: Cllr Hobro if required will contact Foxton Parish Council

b) Speedwatch

Cllr Howe reported by email: We had a session monitoring traffic coming into the village through the 40 mph area by Appleacre. (This was the location we had to work hard to persuade the Police was suitable for monitoring.)

The session saw 7% of vehicles travelling at 47 mph (i.e. above the 40 plus 10% + 2mph) limit (the highest was 51 mph) and 27% above 40 mph.

Confirms what has been said anecdotally.

Cllr Hobro asked for confirmation of the site of the Speedwatch, which was between entrance and exit of Appleacre.

c) Items reported to CCC Highways

Information from Cllr Mulholland by email: there were no new road or pavement faults reported, however he was pleased to see the large pot holes at the junction of Dovehouse Close and Chapel Lane mended last week. The system of reporting online is working well and he would encourage Councillors to report items via the following link - [could be reported by anyone by clicking here.](#)

9. Reports from meetings attended and/or training attended -

a) Imperial War Museum - Duxford Neighbours' Forum Meeting

Cllr Collinson circulated documents from the forum meeting. Cllr Wragg was disappointed to see out of four villages invited only Fowlmere was represented.

Action: Minutes and 2 smaller presentations to be put on the website.

b) Introduction to AGAR (CAPALC).

c) GDPR - Use of Clerk's and Councillors' own devices (SLCC).

d) Archiving and Retention (CAPALC).

e) Scribe "Getting ready for Year end"

f) Code of Conduct (SLCC).

Unfortunately due to learning the job, attending the courses and the Easter Holidays the Clerk had not had the chance to write about the courses attended, but will update Councillors on the useful information from the courses, especially surrounding GDPR, Archiving and Retention and the Code of Conduct courses, to be circulated before the next meeting.

Action: Clerk to submit a report following courses.

10. Finance and General Purposes

a) Bills to be paid

- 1) Eldercare INV_S027594 Jan 22 - £53.37
- 2) Argenta - Tree Health and Safety Survey across Village - £1,354.92
- 3) Eldercare INV_S028382 Feb 22 - £44.73
- 4) FVH Hire of Pavilion Room 8/3, 15/3 & CPR Training 24/3 - £66.50
- 5) Refund Clerk - Amazon Storage Boxes - £28.00
- 6) SLCC Amended invoice for SLCC membership - £144.00
- 7) ICCM Membership for coming year - £95
- 8) Dropbox Subscription Renewal - Refund Clerk £95.88
- 9) GiG Tent Inv 2992 - £120
- 10) CAPALC Training INV 3334 - Understanding the AGAR - £30.00
- 11) CAPALC Training INV 3343 - Archiving & Retention - £30.00
- 12) SLCC Training INV QL201234-1 Qualification GDPR E-Learning £36
- 13) SLCC Training INV BK205552-1 GDPR - Clerks & Councillors personal devices £36
- 14) SLCC Training INV BK205553-1 Code of Conduct £36
- 15) SLCC Training INV BK205571-1 CANVA Software (21/04) £36
- 16) Travel Refund Clerk - £15.30
- 17) Clerk's Salary

- 18) Cemetery Water Rates £77.83
- 19) Kerry Byrne 10 hours @£18 (including Clerk handover)
- 20) HMRC PAYE Tax A Mulholland £84.20
- 21) School half of last year's Grass cutting payment 21/22 financial year £475

Direct Debit

- 1) Opus Energy (Street Lighting) £42.61
- 2) EDF Energy Cemetery (electricity) £10

NALC (National Association of Local Councils)- Have finally agreed the pay award for the last financial year (21/22) in March 2022. Parish Councils are encouraged to backdate employees and for employees who have left the employment in that financial year and are eligible. The increase is from £692 per month to £704 per month, an increase of £12 per month. Given the guidance is recommended to follow this, Cllr Burge proposed the recommendation. Cllr Roberts Seconded. All Agreed.

The Parish Council Insurance is coming up for renewal. The PC need to add the Scooter Ramp to the asset register. The PC is locked into three year deal from last year at £1,321,92/year. Cllr Burge proposed and Cllr Lennon seconded. All Agreed.

Action: Clerk to contact insurers.

b) Audit 2022

The Clerk was gathering information as per previous internal Audit, and liaising with SLCC and others to support with the year end being the first via Scribe (online accounting software). Ben Stoehr (LGS Services) has been contacted and is happy to carry out the internal Audit for the same price as last year: £125 plus VAT.

Action: Clerk to co-ordinate internal and external Audit and year end.

c) Virtual Phone Number for Clerk position

The Clerk is in the process of getting access to the Bank account, this has been delayed due to numerous bank holidays. Once this has been finalised then the Parish Council should be able to apply for a card and then set up the virtual phone number.

Action: Clerk to contact bank and liaise with finance committee

d) Monthly play equipment inspection

Cllr Burge had completed. Matters flagged.

- 1) The Butts - Trim-trail rope bridge, lower rope requires attention.
 - 2) The Butts - Metal net on table tennis table is bent.
 - 3) The Butts - Climbing frame - wood has been deteriorating - a bolt needs replacing.
 - 4) Village Hall - Basket ball net requires attention.
 - 5) Village Hall - Gym equipment paint is peeling - contact supplier.
 - 6) Village Hall - Toddler swings to be replaced taken forward in the anticipation of S106 money.
- Inspection log - Scooter Ramp needs adding.

Report accepted by all Councillors unanimously.

Action: Clerk to get quotes from Parish Council Handyman & to Contact companies to quote for repairs

11. Annual Village Meeting

Cllr Mulholland recommended by email that the Village meeting should be organised once the new council is in position. All Members agreed with a provisional date of Tuesday 24th May.

12. Cemetery Management

a) Recent and upcoming internments, memorials and transfers

No recent or upcoming internments or memorials. Two transfers in progress.

b) Bin collections update - The bin still hasn't been emptied.

c) Progress on works

ACTION: Clerk to Contact Parish Council Handyman

13. Planning Committee

a) 22/01188/HFUL The Firs, High Street, Fowlmere,

Single storey, side/rear extension.

No Objections. All agreed.

b) 22/01259/HFUL Penny Corner, Top Close, Fowlmere

Single storey rear and front extensions. Roof Extension to existing dwelling

No Objections noted. All agreed.

c) 22/0373/TTPO Appleacre Cottage, London Road Fowlmere - INFORMATION ONLY

Horse chestnut trees 1-3 crown lift to 5.2m above ground level, crown reduce overhang to back boundary.

d) 22/00612/HFUL –22/0375/TTPO 5 Cassander Close Fowlmere Royston - INFORMATION ONLY

T1 Silver Birch - Fell to ground level due to proximity to house & becoming too large for area. Canopy is now hitting the house & roots are lifting the driveway.

e) 22/01058/CL2PD Old Police House, High Street, Fowlmere

Certificate of Lawfulness under S192 for replacement of conservatory roof

The Police House. Point out to officers - No objections subject to amended plans. All agreed.

f) 22/0409/TTCA .Dove House Rectory Lane Fowlmere - Tree works.

5 - Walnut, Remove.

28 - Sycamore, Raise crown to 6m.

35 - Hazel, Thinning out of trunks from 5 to 1.

41 - Silver Birch, Remove.

56, 60, 61, 71, 72, 112, 113 - Beech, crown raise to 6m.

No objections

14. Trees, Grass and Hedges

a) **Tree Survey Update** - Argenta Survey took place in early March after the storms, but due to COVID incapacitation the Parish Council did not receive the report till late March. It is now up on the Website as it is an 80 page document. The main points are:

i) Two urgent trees in Round Moat to be felled immediately as classed as dangerous, Handyman contacted and works have been completed to make safe.

ii) Elm trees in Round Moat, plus several trees with ivy that needs cutting. This group of works should be completed in the next few months.

Cllr Collinson to walk round the village to review works needed to be completed from the survey.

In the survey it was noted that the Elms will deteriorate quickly and have recommended fairly swift action to be taken.

Cllr Burge noted in the interest of continuity, in the precept of this year we have allowed for a significant amount of tree work, and money has been provisioned in anticipation of the work being required by the incoming council, so it needs to look and act on the actions of the tree survey as a matter of urgency.

b) Butts Grass Cutting arrangements

Cllr Mulholland had emailed the school and received a partial response, with a request to have a meeting. However the Easter Holidays were then upon us and people haven't been available to meet. In the mean time it was noted that the grass had been cut, not by Hardy's, but presumably by the existing contractor.

ACTION: Cllr Mulholland to meet with school.

c) **No Mow May** - Letter from Jonathon Clark, Highways Maintenance Manager, regarding not cutting any highway verges in May in support of Plantlife. The Clerk responded to the email from the collective responses from the Parish Councillors, in support of this initiative as long as corners next to blind/road junctions are kept clear- but since responding no reply has been returned.

A parishioner has been in touch regarding the Protected Verges which are cut twice a year, April and September, which he has advised us on previously. He mentions the County Council are currently reviewing their management on Protected Road Verges so it could be in future that the County Council take over the management of the verges.

Company who cut the verges have also been in touch asking if the council would like to proceed as in previous years.

All in agreement to carry out the cutting of the Protected Verges.

Cllr Roberts asked regarding when the cutting of the village verges will commence.

Action Clerk contact Hardy's regarding cutting of the verges when are they going to start?

15. May 2022 Parish Council Elections

- a) 15 candidates for the 9 Parish Council seats.

16. Progress of ongoing projects

a) Defibrillator -

Cllr Collinson - had an offer of funding but unsure of previous offers.

Action: Cllr Collinson, and Cllr Lennon to liaise with Clerk.

Cllr Lennon reported that CPR training through MAGPAS was well attended with 27/30. Another training session could be organised for November, if Members are in agreement.

b) Real Time Bus information Display (RL)

Real time bus information display - will be going up in approximately 3 months.

Cllr Hobro asked where the Display will be placed - no specific information as yet.

Action Cllr Lennon to contact bus company.

Cllr Roberts advised that the bus shelter at the war memorial needs repair.

Cllr Burge advised that in increasing the precept this year was to take account for the need to fund capital projects. For the new council to take forward.

ACTION: Clerk to contact Ian Wilson assess and to make good.

c) Queen's Jubilee Celebrations (RL)

Cllr Lennon stated she has had generous sponsors for the event, but needs volunteers for the BBQ.

Local groups were manning their own stalls, with an external ice cream man, bar, BBQ, and live music.

Needing to organise a Card Payment Machine, with money from the event housed in Parish Council Account before being dispersed to varying groups.

Action: Clerk and Cllr Lennon to liaise regarding card machine.

d) New Project Ideas - None

17. Correspondence (list Circulated)

The correspondence list was discussed.

Wix Website: Clerk to contact to thank the provider and cancel the domain, and take down the old PC Website.

Allotments - Cllr Wragg stated that there has been the occasional interest in allotments, something for the new council to consider. It is an open space for the benefit of the community, with the right enthusiasm great social successes. Some parishioners use allotments elsewhere.

Cllr Wragg noted, with an all out election next month, there are three current Councillors retiring including himself. He wished to give thanks to Cllr Howe who joined the parish council in 2016, and to Cllr Burge who joined in 2017, and commended their contributions on the Parish Council and the village over their years on the Council. Cllr Wragg also thanked the former Clerk, who had stepped down last year and Cllr Mulholland for his support during difficult times.

Cllr Roberts gave thanks to Cllr Wragg for all his years on the Parish Council and for his contributions across the years.

The meeting closed at 21:00pm

Date of next meeting: Tuesday 17th May 2022



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 17th May 2022 AT 7:30 PM

PRESENT: Mr L Wragg (retiring Chairman), Cllr R Baker-Oxley, Cllr D Brock, Cllr L Bryan, Cllr P Collinson, Cllr J Hobro, Cllr R Lennon, Cllr S Mulholland, Cllr C Sergeant and Cllr D Roberts.

IN ATTENDANCE: The Clerk, a representative of the Village Hall Management Committee (VHMC) and approx 11 members of public.

22-23/1 Acceptance of office by all recently elected and re-elected councillors

Mr Wragg opened the meeting and welcomed all newly elected and re-elected Councillors. Nine Acceptance of Office forms were signed and witnessed by the Clerk.

22-23/2 Election of Chairman of the Parish Council & signing of acceptance of office

Cllr Lennon nominated Cllr Mulholland; Cllr Collinson seconded. There were no other nominations. Cllr Mulholland was duly elected Chair and took the chair for the remainder of the meeting.

Cllr Mulholland put on record the Council's thanks to the retiring Councillors, but particularly to Lawrence for his eleven years service on the Council, eight years of that as Chairman, and to wish him well into the future. Cllr Mulholland also thanked the candidates who stood for Fowlmere Parish Council but were not successful. Fowlmere was one of five parish councils across the district that had a ballot. Democracy can only thrive when candidates are prepared to stand. Cllr Mulholland also wished to record thanks to all our residents that participated in the election with an impressive 67% turnout.

22-23/3 Induction document [Clerk]

The Clerk reported that when attending the Clerks "The Knowledge" course it was advised that the Council should have an induction document for New Councillors. This is a new document that can be revised & updated moving forward, but is something that can be given to all new councillors and a reminder to re-elected councillors.

22-23/4 GDPR checklist [Clerk]

"The Knowledge" course also recommended that all staff and Councillors have a regular GDPR update, at least annually, to remind staff and Councillors of their responsibilities.

The Clerk, using SLCC (Society Local Council to the Clerk) slides, gave councillors a brief overview of GDPR responsibilities.

Cllr Bryan, asked about the course - Chairman and Clerk explained this was a brief overview.

The Clerk stated that New Councillors will receive their dedicated email address, and password with information on how to set this up.

Cllr Roberts asked who the SLCC were and about their legitimacy to give advice. Cllr Mulholland explained that while they had prepared the training they work in conjunction with CAPALC. Cllr Roberts said she would seek her own advice from CAPALC. Cllr Mulholland reminded councillors that it is council policy to use the .gov dedicated email addresses, passed by resolution in Sept 2021. Cllr Mulholland also stated that any correspondence by Parish Councillors with CAPALC was as a result of the Parish Council's membership and therefore the Clerk must be cc'd in any correspondence.

Cllr Hobro asked regarding managing storage of council data on personal devices. The Clerk explained that there is a council dropbox account facility and Councillors could have folders on this account but the management of this needed further investigation.

22-23/5 Apologies for absence (LGA 1972 s 85(1))

There were none

22-23/6 Declaration of interest in agenda items (Localism Act 2011 s 31 s33)

There were none.

22-23/7 Election of Vice Chair of the Parish Council & signing of acceptance of office

Cllr Hobro nominated Cllr Baker-Oxley, Cllr Collinson seconded. No further nominations. All agreed.

22-23/8 Minutes of Previous Meeting

- a) **Proposal:** That Fowlmere Parish Council here with agree the minutes of the Parish Council meeting held on 19th April 2022
- b) The draft minutes were reviewed, amended and agreed as a full accurate and representative account of the business of the meeting as amended. The Minutes were Proposed by Chairman, Seconded by Cllr Collinson All Agreed. Minutes were signed by the Chairman.

Actions completed:

- 9a) Clerk to upload Minutes and Airshow information to the website.
- 10d) Clerk contacted PC Handyman to ask for quotes surrounding Play Equipment
- 16b) Clerk contacted PC Handyman to ask for quote to make good the Bus Shelter

Actions carried over:

- 10c) The Clerk/Finance Chairman to look at prepaid card.

22-23/9 Matters arising not covered in the agenda

Cllr Roberts mentioned later on in proceedings regarding fixing the Bus Shelter - Clerk stated she had contacted the Parish Councillors Handyman.

22-23/10 To Appoint Members to Committees / PC Representatives

a) Chair of Planning Committee

Cllr Collinson nominated Cllr Brock, Cllr Roberts seconded. There were no other nominations. All agreed

b) Vice Chair of Planning Committee

Cllr Lennon nominated Cllr Collinson, Cllr Baker-Oxley seconded. There were no other nominations. All agreed

c) Planning Committee members

The Terms of Reference state that all councillors shall be members of the planning committee to guarantee short notice meetings remaining quorate. All Councillors agreed.

d) Chair of Finance Committee

Cllr Mulholland nominated Cllr Lennon, Cllr Sergeant Seconded. There were no other nominations. All agreed

e) Vice Chair of Finance Committee

It was agreed to defer this item to the next Finance Committee meeting.

f) Finance Committee members

Cllr Sergeant, Cllr Baker-Oxley, Cllr Hobro and Cllr Roberts all agreed to be Finance committee members. Cllr Lennon, Cllr Sergeant, Cllr Baker-Oxley, Cllr Hobro also agreed to be bank account signatories.

g) Chair of Cemetery management Committee

To be set at Cemetery Management meeting

h) Vice Chair of Cemetery management Committee

To be set at Cemetery Management meeting

i) Cemetery management Committee members

Cllr Mulholland, Cllr Bryan, and Cllr Lennon agreed to be Cemetery Management Committee members.

j) Tree Officer/s

Cllr Collinson and Cllr Sergeant agreed to be Tree Officers.

k) Village Hall Management Committee representative

Cllr Bryan proposed Cllr Roberts, Cllr Mulholland Seconded. There were no other nominations. All agreed

l) Speedwatch

Cllr Collinson, Cllr Lennon, Cllr Bryan and Cllr Baker-Oxley agreed to become Speedwatch members. Councillors need to undertake speed watch training.

Action: Clerk to look into training.

22-23/11 County Council update (written report received, circulated and available on website)

County Cllr Peter McDonald had sent his apologies in advance.

22-23/12 District Council update (written report received, circulated and available on website)

District Cllr James Hobro began by thanking his predecessor Cllr Roberts for her many years of service on the District Council.

Cllr Hobro said that 435 visas had been issued so far by SCDC to Ukrainian refugees. SCDC was working to match volunteer host families with refugees and was liaising with more local groups such as St. Mary's Church in Fowlmere who have put together an effective support group in Fowlmere and the first Ukrainian Families have arrived.

Cllr Hobro also said that there was a new community toolkit service available for advice in obtaining grants or how SCDC can help them with projects.

Cllr Hobro also said that with the new Local Plan nearing completion there was a renewed focus on Neighbourhood plans and he pointed to Foxton having had theirs adopted a few months ago. Heydon have also developed a Parish Plan which can be used as a stepping stone towards a full neighbourhood plan.

22-23/13 Village Hall update (VHMC invited to give short report)

a) Scooter Park [update]

Regarding the draft of the Scooter Park Signage the VHMC has some queries, including some spelling mistakes which they will forward to the clerk after the meeting. They were under the impression that it was to be used as a scooter park and not a skateboard park and the signage needs to reflect this.

The VHMC also said that the scooter park was supposed to be for younger children but adults appear to be using the facility too. They asked that the signage should state it was not for adults.

The VHMC also asked where the signs will be mounted, as they would rather they were on the structure, not on stakes in the ground. This was agreed.

Action: Cllr Mulholland to liaise with Mrs Keppey regarding signage spelling.

b) Access Road [update]

Shaw Close sewerage work was scheduled to start on 6th June, VHMC was waiting for the final information regarding the traffic management system to be used. The compensation for the works would allow for the improvements to disability access to the grounds and also upgrading the CCTV provision.

The VHMC requested a copy of the ROSPA report.

Action: Clerk to send copy of Report to VHMC.

In respect of the ROSPA report, some alterations to the Scooter Park had been highlighted. Cllr Mulholland had met with the Scooter Park install company and they had agreed to the modifications needed under warranty. Cllr Mulholland also discussed additional options for dampening down the sound. The company will send an email to confirm that if the Parish Council carried out this work it would not void the warranty.

22-23/14 Open Forum for Public Participation (not to exceed 15 minutes) 8.25

Cllr Mulholland asked the Clerk if any questions were received in advance of the meeting - there were not.

A parishioner stated they had reported to the County Council the pavement outside their house being in a bad state of repair using the link on the agenda.

A parishioner asked how the new council will work together going forward to deliver on election promises.

A parishioner new to the area asked if the Council could introduce themselves. This was felt to be a nice idea and each Councillor introduced themselves and what they hoped to bring to the council.

22-23/15 Road safety

a) Travel Hub [JH]

Cllr Hobro explained that the Greater Cambridge Partnership had put forward a proposal for a park and rail at Foxton. Over the last few years Fowlmere & Foxton councils have worked together opposing the plans in their current form. It was expected that planning permission would be submitted to the County Council soon. Cllr Hobro said that he had worked with a Cllr from Foxton who had stood down at the election to develop a website and online petition and was happy to continue with this. Cllr Hobro asked

if the new Fowlmere parish council is still happy to support the position of working with Foxton PC as it was before the election, opposing the current plans, and pressing for more public transport options and less car parking, or for the scheme to be scrapped altogether.

Cllr Mulholland agreed that the position Fowlmere Parish Council has taken so far was sensible and was happy to continue until there were any updated plans to consider.

Cllr Roberts stated that there was strong opposition from Foxton residents. Cllr Hobro agreed but added that there was also increasingly strong support of improved public transport links in the area..

Status quo remains.

- b) Items reported to CCC Highways (*Items can be reported by any Cllr by [clicking here](#)*)

There had been none this month.

22-23/16 Reports from meetings attended and/or training attended

- a) Clerk

The Clerk had attended the “New Clerk The Knowledge Course”, two very long days, with support of SLCC and CAPALC to get established in the role.

- b) New Councillor courses / Existing Councillor refreshers / Chairmanship Courses

ACTION: Clerk to circulate courses to all Councillors. Important for keeping updated, and knowledge current.

22-23/17 Finance and General Purposes

- a) Bills to be paid

- Hardys Landscapes £1654.33
- Agriplant Ltd £900.00
- Fowlmere Village Hall £24.00
- Play Safety [RoSPA report] £231.00
- Ian Wilson [scooter park acoustic fence] £1719.91
- Clerk salary £confidential
- HMRC [PAYE & NI] £166.80
- Ian Wilson - remainder Tree work in moat post storm £200
- CAPALC - Clerks: The Knowledge £250
- Eldercare - UK March £49.49

Direct Debits

- Opus Energy (Street Lighting) £41
- EDF Energy Cemetery (electricity) £10

- b) Bank Account signatories

Bank signatories had been dealt with earlier in the meeting.

- c) Prepayment card and virtual phone number for Clerk [update]

With new councillors in post, once the signatories are in post, the credit card form can be completed and applied for.

- d) Monthly play equipment inspection [Google Forms]

This had not been done this month as it had previously been done by a Cllr who had stood down. A Children’s play equipment working party was discussed with Cllr Mulholland, Cllr Collinson, Cllr Baker-Oxley all volunteering. Cllr Hobro suggested to co-opt others not on the council to become part of the working party.

- e) Set date for Finance Committee meeting

Thursday 9th June was agreed.

The Parish Council Insurance quote has been received after updating them with the scooter park. There is a slight increase from £1321,92/year to £1422.79. Council Agreed to pay the increase.

22-23/18 Annual Village Meeting - 24th May 2022 Pavilion Rooms, Fowlmere Village Hall

Local community groups and businesses have been invited.

22-23/19 Cemetery Management

- a) Recent and upcoming internments, memorials and transfers

In the last month there had been none.

- b) Bin collections update

The bin at the cemetery is still not being collected. The clerk contacted the number of the bin. They informed the clerk there was a contract which was ended in 2019. The clerk was given an email address to request a new contract being arranged.

Action - Clerk to continue to chase.

- c) Progress on works.

Action - Chairman to contact Handyman.

- d) Set date for Mid-Summer Cemetery meeting.

Wednesday 29th June penciled. TBC

22-23/20 Planning Committee

Cllr Brock, stated for the planning committee we should base what we do and say on the evidence and work in accordance with the rules. Not just councillors, but applicants and objectors too. Procedurally we should work to apply fairness as we deliberate and to allow the proper participation of residents. Cllr Brock the asked how we should move to a resolution when discussing planning items. Cllr Mulholland stated that, in line with SCDC policy, after deliberation the council should come to one of three positions, opposition, neutrality or support of an application. Cllr Roberts stated that SCDC expected comments on to be based on policy. Cllr Hobro stated that when Cllr Burge in post, after discussion he would summarise points verbally and if all were in agreement would then compile a draft to be circulated prior to submission to the SCDC planning portal. Cllr Brock thanked Cllrs for their input.

- a) 22/01376/HFUL Single storey side extension; 9 Ryecroft Lane, Fowlmere.

A brief discussion concluded that there were no obvious concerns of reasons to object to this application.

- b) 22/01871/PRIOR Change of use and conversion of building from storage (Class B8) to Commercial, service and business use (Class E); Deans Farm, Long Lane, Fowlmere.

Change use from Storage to Commercial Service and Business use. Cllr Brock explained the difference between a "Prior Notification" and a "Full Planning Application"; Notice is given to District Planning Authority, (SCDC) and they have 56 days to say no otherwise, the application goes ahead.

A Parishioner - raised concerns regarding the 17 applications on this site over the last 20 years and the use of her neighbouring property changing. They have livestock on their property, and have asked for close boarded fencing to the perimeter to keep the the public and livestock safe.

Another parishioner asked for clarity over what the change of use meant. Cllr Brock explained that Class E was a new classification and was very broad in scope and asked the applicant if he had a specific use in mind. The applicant said he wished to maintain the flexibility that class E offers.

Cllr Roberts, said this site is outside the village envelope, and in open countryside. A previous application for a new barn was granted in 2020 with a condition of agricultural use only but this barn had not been constructed. The current plans are looking at a more commercial industrial site. Traffic implications should be considered and that a full planning application would be more appropriate.

Cllr Bryan asked regarding the current use of the building on the site at present. The Applicant explained the use of the current buildings.

Cllr Brock said the question seemed to be about the compatibility of a wide commercial use of this site, with small holding next door, including the policies relevant to this application.

Cllr Hobro stated the current use of the site is supported by the public, the parish council has recently supported small businesses. Cllr Mulholland stated that it is difficult to either support or be against an application that is as vague as this.

Cllr Brock agreed to summarise the views expressed and circulate a draft to all councillors.

22-23/21 Trees, Grass and Hedges

- a) Tree Survey Update

A Tree Survey had been undertaken in March and had been uploaded to the Parish Council Website. The emergency works identified have already been undertaken. Further works are needed within 12 months which will need to be put out for quotation.

Action: Cllr Collinson & Cllr Sergeant to organise quotes for further works to be completed.

- b) Butts grass cutting arrangements

Cllr Mulholland has arranged a meeting with the school for Friday.

Action Cllr Mulholland to report back to next council.

22-23/22 Zero Carbon Grant ideas

The Clerk explained that the deadline for grants has been extended to 16th June.

Cllr Baker-Oxley had ideas including tree planting with the School, Allotments or Orchards. Cllr Mulholland stated that allotments were seeming to be become popular idea again and we should monitor this interest.

Cllr Hobro explained that he had submitted an application last year for a grant for Biodiversity space in Ryecroft Lane which had not been granted but could be re-submitted given the short deadline.

With the short notice in mind it was agreed to re-submit last years application.

Action: Cllr Collinson & Cllr Sergeant to move the application forward.

22-23/23 Progress of ongoing projects

a) Defibrillator [PC]

Cllr Collinson said having looked at various options the Tesco application through AED Donate, seems the best quote and provides everything needed. The original application would need to be re-applied for. Cllr Bryan asked some technical details, it was suggested the information be recirculated for the benefit of new councillors.

Action Clerk to re-circulate offer email/quote to Councillors

b) Round Moat Pebble Fund [PC]

Action Cllr Collinson to send interim report.

c) Queens Jubilee Summer Fête [RL]

Cllr Lennon, said there have been generous donations from local companies in the village and lots of groups in the village were involved in organising different stalls. The license for the bar has been organised by a villager who is a licensee, with donations for the BBQ, Bar and other equipment. Looking forward to family day out.

d) New project ideas

Please send new project ideas to the Clerk.

22-23/24 Correspondence (list circulated)

Skate ramp emails regarding the noise. Cllr Mulholland had met with the company and discussed the dampening of sound. He was waiting on an email to confirm such adaptations would not void the warranty.

An email had said the MVAS Machine had slipped, Mr Wragg had kindly tightened the bracket and replaced the batteries as well. Needs to be kept an eye on moving forward.

Small housing development past School, near Top close. Contractors have been blocking the road, causing concern from residents. Cllr Mulholland mentioned the traffic management plan, with conditions surrounding school drop and access.

Action Cllr Hobro to contact enforcement regarding traffic management plan.

Surface water at Pipers close /London Road Junction - resident has been in contact with Highways and County Council previously, was asking if the Parish Council could intervene regarding contacting these departments.

Action: Clerk to contact County Councillor Peter McDonald and Highways.

A Parishioner has noted that occasionally, the 915 bus is unable to stop, Cambridge route, due to cars being parked outside Saffron. Some Bus drivers have stopped further on outside the Chequers, but some Bus Drivers have not stopped leaving passengers behind.

Action: Clerk to contact Peter McDonald/Highways regarding parking and Bus Stop movement.

The meeting closed at 22:00pm

Date of next meeting: Tuesday 21st June 2022



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF
FOWLMERE PARISH COUNCIL

which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 9th June 2022 AT 7:30 PM

PRESENT: Cllr J Hobro, Cllr Lennon (Chairman) Cllr Mulholland Cllr C Sergeant and
Cllr D Roberts.

IN ATTENDANCE: The Clerk, and approx 3 members of public.

22-23/F1 Apologies for absence (LGA 1972 s 85(1))

Cllr Baker-Oxley (previous engagement booked prior to Election)

22-23/F2 Election of Vice Chairman of the Finance Committee

Cllr Lennon nominated Cllr Sergeant; Cllr Roberts seconded, no other nominations. All Agreed.
Cllr Sergeant was elected Vice Chair.

22-23/F3 Minutes of the Previous Meeting (December 2021)/Matters Arising

Proposal: The Finance Committee herewith agree the Finance
Committee minutes of the Finance Committee held on the 2nd December
2021. The Chairman has signed them as a true and accurate record of the
meeting. All Agreed

22-23/F4 Budget Outlook/Proposal for 22/23

The Budget for 22/23 for information when the precept was set for the Budget going forward.

Cllr Roberts mentioned keeping a close watch on expenditure going forward with the current prices of
services, and items.

Cllr Mulholland mentioned certain items that we cannot cut back on such as street lighting.

Cllr Sargeant asked if the council was tied into suppliers - Clerk stated until April 23.

Cllr Roberts mentioned there may be some bills for example Hardy's, that may increase.

Cllr Mulholland mentioned Hardy's contract already has approx 3% uplift buildt in. During a discussion
with Hardy's surrounding other costs, it was mentioned a £70 uplift at present to their costs, but
councillors mentioned this might increase further.

Cllr Hobro asked regarding strategies for costs going forward. Interim reports going forward receipts
and payments into the main council to keep an eye on expenses.

Action Clerk to bring reports to full council meeting

22-23/F5 Review of Audit

- Review Internal Auditors Report

Internal Audit has been completed, the Auditor was mostly happy with all procedures. He noted that
the Annual Parish Meeting in May 21, did not list all of the items Standing Order 5J, which need to be
reviewed on an Annual Basis and thus would have been overlooked in the May 22 meeting. But he
stated this could be added to a future Agenda for review. Council should also review S137 items - for
example the Council has an ongoing commitment to pay for Eldercare, which should be reviewed
annually. (Statute 137 in the LGA 1972 - empowers a local council to spend up to a prescribed amount
in any one year for the direct benefit of their area or any part of it or all or some of its inhabitants).

Eldercare support network for the Elderly, is on average £50 per month.

S137 spending limits have increased £8.82 per elector from 1st April 2022.

Eldercare needs publicising to any new residents to the village.

Fowlmere and Thriplow news and adverts on the noticeboard.

Action Cllr Mulholland.

All Counsellors in agreement to continue with the S137 contribution to Eldercare.

Cllr Roberts queried the reserve balance being in a negative. Cllrs were informed that we were awaiting
the Grant monies applied for from the Scooter Park.

Review Annual Governance Statements & Accounting Statements for 2021/2022

Agree Dates for the Exercise of Public rights.

Proposal: To recommend to full council to Accept the Internal Auditors Report, accept the Annual Governance statements & accounting statements and proceed to sending information to the External Auditor.

The Annual Governance Statements were read and Councillors agreed to all statements.

The Annual Accounting statements were discussed and Councillors agreed.

Agree the dates of the exercise for the exercise of the public rights, the notice of the public rights of the publication of the unaudited annual governance and accountability return. The Clerk suggests announcing the date for the exercise on Friday 24th June, with 30 working days being Monday 27th June - Monday 5th August, which must include 1st ten days of July.

Cllr Roberts mentioned that with the public having a right to come and see the accounts, recommended that this needs to be carefully managed with more than one person with the Clerk. It needs to be at an agreed time in a public venue with at least one other Councillor present.

Cllr Hobro Looking at cash balance, over several years seeing a reduction in cash balances. Expenditure such as speed reduction and the tree work, plus the Scooter Park Grants and latter VAT return, but in this year especially need to be especially frugal.

22-23/F6 Bank Accounts

Update on Signatories - All forms have been completed and await confirmation from the bank.

Update on Card - All forms completed, once signed the form can be sent it and confirmation from the bank.

22-23/F7 Review of Income and Expenditure

Review finances from 1st April to 6th June

Reports can be created through scribe to show the payments made, and the variances from the budget. Finances from the above via the spreadsheet were reviewed.

Cllr Roberts asked for an update regarding the Grass cutting at the School. Cllr Mulholland had a meeting with the school, with the change in staffing they did not have knowledge of the arrangement. Once the arrangement had been explained, the school is happy with the arrangement.

22-23/F8 Bills to be Paid

- a) LGS Services (IA) - £125
- b) Hardy's Landscapes - £1654.33
- c) Fowlmere Village Hall - £48
- d) HMRC [PAYE & NI] - £140.80
- e) Clerks OT (12hrs = £176)

All Councillors in agreement to pay bills above.

22-23/F9 Review of Fowlmere Parish Council Policies and Documents

- a) Finance Committees Terms of Reference
- b) Financial Regulations
- c) Code of Conduct
- d) Standing Orders
- e) Risk Assessment
- f) Equality & Diversity Policy
- g) Safeguarding Policy
- h) Publication Scheme Info

Review Dates to be amended. All Policies above reviewed and All Councillors in agreement.

22-23/F10 Trees, Grass, Hedges and General Purposes

- a) **Proposal:** To agree the quote for works needed on the Bus Stop on the

High Street, Fowlmere dated 30/5/22

All councillors in Agreement for the work to be carried out.

b) Report regarding the Tree survey and plan of works needed.

Report discussed, Tree officers to organise quotes. All works severing Ivy could be completed completed by volunteers.

Action Tree officers

Fence along the Butts opposite the School is rather wobbly

Action Clerk to get quotes from Handyman

Cllr Mulholland - looking 12 month ahead, looking at the potential of increasing the time between cuts where necessary, to help with financial strains.

22-23/F11 Jubilee Celebrations - Six, charities and groups will benefit from the monies from the event. Although not a parish Council event, it would be useful to have a breakdown of monies travelling through the Parish Council bank account.

22-23/F12 Defibrillator - AED Donate will hold the price, Cllr Sargeant to complete paperwork necessary. £1999.00, total cost with £400.00 donation which includes the installation and election. Cllr discussed keeping AED Donate tip all works saves any issues with Warranties

22-23/F13 Scooter Park - Update

Chased Vikki to complete Grant application, but also to receive a breakdown of costs regarding the Scooter park.

22-23/F14 Review of in House Checks on Play Equipment & ROSPA Report

a) Proposal: To agree the quote for works needed on the Play Equipment post the ROSPA Report dated 30/5/2022

From the report some of the works were advisory, some from previous years. Cllr Lennon proposed, Cllr Roberts seconded, All agreed.

Google Form, add Scooter park.

Cllr Hobro noted the Rospa Report mentioned the scooter park. Cllr Mulholland had met with them, and showed them the comments from ROSPA, and the works have been completed.

22-23/F15 Shaw Close - Cllr Mulholland had a meeting the Village Hall Management Committee, to discuss the £15,000.00 and projects to be achieved with this. The split for the Village Hall/ parish Council was £11,000.00/£4,000.00. With the Defibrillator, and the War memorial being part of the Parish Council list. Once you have some money for the War memorial refurbishment you have apply for Grants to match fund. The email was circulated in advance. All councillors in agreement.

22-23/F16 Parish Council Archive and Storage

Looking at Storage, for documents and other Parish Council items. Previous Clerks have struggled with storage or have used the Cemetery In the past the Village Hall have been contacted, but there is no room at the Village Hall at present. Possibility of a Shipping container, but what size, depending on what else we might store.

Need to look at Locations such as, Village Hall, The Butts industrial estate, Sheldrick Land (by Hairdresser).

With keeping an eye on finances, might be worth looking at a temporary solution for storage to hire.

The meeting closed at 21:09pm

Date of next meeting: September 2022



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 21st June 2022 AT 7:30 PM

PRESENT: Cllr R Baker-Oxley, Cllr L Bryan, Cllr P Collinson, Cllr J Hobro, Cllr R Lennon (left meeting at 9.16pm), Cllr S Mulholland, Cllr C Sergeant and Cllr D Roberts.

IN ATTENDANCE: The Clerk, a representative of the Village Hall Management Committee (VHMC) and approx 22 members of public.

22-23/25 Apologies for absence (LGA 1972 s 85(1))
Cllr Brock had sent his apologies (prior personal commitment)

22-23/26 Declaration of interest in agenda items (Localism Act 2011 s 31 s33)
Information from Cllr Brock had been sent in advance. He was working on the planning application on Long Lane and was concerned the plan to route the surface discharge (rain water from roofs) into the Wardington Bottom Brook could increase the risk of flooding to properties in the designated flood plain which included his property. Cllr Mulholland said, there was provision in the code of conduct to grant a dispensation on a potential conflict of interest if the cause affected many residents in the same way. Cllr Mulholland suggested that this was the case here and proposed that Cllr Brock be granted a dispensation which was agreed.

Cllr Roberts said that there is difference between a private, personal and pecuniary interest and that while she would be declaring a personal interest in the Long Lane item, she would not leave the room and intended to take part in the debate.

Cllr Mulholland said that this position was contrary to the adopted code of conduct and was inconsistent with how the council has operated in his 5 years on the council. He was concerned that not adhering to policy properly would leave an opportunity for a developer to discredit the councils submissions.

Cllr Collinson agreed that the Councillors must not jeopardise our planning comments, as they need to be beyond reproach.

Cllr Bryan suggested that advice could be taken from the monitoring officer at SCDC. She also said she may need advice herself, in respect of a conflict of interest of a close relative.

Cllr Sergeant said he would be declaring a conflict of interest in the Item 22-23/39(f) and the subsequent planning meeting due to having a financial interest.

Cllr Baker-Oxley asked for clarification regarding protocol that Councillors follow.

Cllr Mulholland stated that when to declare a conflict of interest is clearly explained in our code of conduct, but it is down to the individual Councillor to make the declaration. There was not a mechanism for forcing someone.

22-23/27 Minutes of Previous Meeting

- a) **Proposal:** That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 17th May 2022

The draft minutes were reviewed and agreed as a full accurate and representative account of the business of the meeting. All Councillors Agreed. Minutes were signed by the Chairman 21st June 2022

22-23/28 Matters arising not covered in the agenda

Actions completed:

- 10) Clerk to look into Speedwatch Training.
- 13a) Cllr Mulholland to liaise with Mrs Keppey regarding signage spelling
- 13b) Clerk to send copy of ROSPA Report to VHMC
- 16) Clerk to circulate courses to all Councillors
- 19) Clerk to continue to chase Cemetery Bin
- 19) Cllr Mulholland to contact Handyman regarding works on the Chapel
- 21a) Cllr Collinson & Cllr Sergeant to organise quotes for further works to be completed from the Tree Survey
- 23) Clerk to re-circulate offer email/quote for Defib to Councillors
- 24) Cllr Hobro to contact enforcement regarding traffic management plan to development near

- school - Cllr Mulholland spoke to contractors
- 24) Clerk to contact County Councillor Peter McDonald and Highways regarding pipers close/long lane surface water & Parking along High street where the 915 bus (Cambridge bound) would normally stop.

Actions carried over:

10c The Clerk/Finance Chairman to look at prepaid card.

22-23/29 Committee Meeting Minutes

a) **Proposal:** To receive the minutes of the Finance Committee (Dec 2021) minutes have been received and agreed by Fowlmere Parish Council. The minutes were received by the Council . All Councillors Agreed.

22-23/30 County Council update (written report received, circulated and available on website) Apologies had been received from County Cllr Peter McDonald.

22-23/31 District Council update (written report received, circulated and available on website)

Energy Rebate primarily in Council Tax Bands A-D, those who pay by Direct Debit should have automatically received their rebate. For those who don't pay by direct debit and those who haven't received the rebate there is a link in his report to a form that can be completed, for those to claim this back, if they feel they are eligible.

Support for Ukrainian Refugees: a scheme has been put together for travel cards, free bicycles and support events, giving support to the families hosting Ukrainians, which includes families in Fowlmere. There has also been events to support the Ukrainian guests to meet others in the area.

Council has received several awards for its energy saving initiatives.

Zero Carbon Grant has now closed. Await to see if applications are awarded a grant.

New Small Grant for Fitness and Wellbeing has been set up, for an event or initiative that involves fitness and wellbeing. Anyone can apply for up to £300.00 for equipment.

Consulting on new local Plan (applies to 2030's), there is a report on SCDC website summarising responses. This is making sure that there is sufficient planned housing stock in the area, and therefore no surprises.

National Association of Local Councils released a consultation on local elections, they have set up a survey aimed at local councils regarding the local election.

Social housing - the government has announced an extension on the right to buy. Also there has been a Government electoral safety consultation with regards to social housing.

Cllr Roberts asked regarding the figure that the administration is putting forward for the local plan: nearly 49,000 houses up to 2041, which is nearly 12,000 more than the Government state is required. Cllr Hobro stated that the figure for the number of houses in the new local plan is approximately 11,000, if this is added to the approximate 38,000 from the adopted local plan, which was passed by the previous administration, this makes the 49,000. The new local plan contains approximately 11,000 planned houses which are concentrated in specific areas surrounding Cambridge, Northstowe, Cambourne, Waterbeach and East Cambridge, the plan is very clear that this protects the rural areas of the District from speculative development.

22-23/32 Village Hall update (VHMC invited to give short report)

a) Access Road [update]

Work for the drains is going to plan. No further information at this time.

22-23/33 Open Forum for Public Participation (not to exceed 15 minutes)

questions sent to the Clerk in advance shall receive priority

Advance question from a Parishioner: "A number of local authorities and parish councils across the country have over the past few years planted wild flowers in grass verges and or in the corners of areas of open spaces, and simultaneously reduced the regularity of their grass cutting in specific areas to allow them to flourish. Locally I've noticed this outside the village shop in Thriplow, and on the edge of Parker's Piece in Cambridge. Rotherham in South Yorkshire is an excellent example of this where it has planted a 13-kilometre stretch of wildflowers. This appears to me to be a win-win, as it not only reduces the cost of grass cutting as areas with wild flowers and grasses are left to flourish creating enhance biodiversity and benefits for wildlife."

Clearly in certain locations such as road junctions, grass should be cut for visibility and safety but there are other areas of the village, particularly verges that do not provide any amenity function for people to use, where I believe this could provide significant benefits for wildlife in our village. I would appreciate if the parish council could give some consideration to this and help 'rewild our village' creating an environment for our fauna and flora to flourish."

Cllr Mulholland stated he would be happy for this to go on a future Agenda for discussion.
Cllr Collinson happy to work with any interested villagers to look at other areas that may be able to be identified, to look at further grants that may be available.
Cllr Roberts stated that the parish already has two protected areas for wild flowers, the road to the Bird Reserve and the road to the A505.

Question from a Parishioner: *"At the recent annual meeting concerns regarding British Acrobatic Academy were raised. It was suggested that the PC might have a mandated role in relation to how Fowlmere Aerodrome is used; the Chair agreed to look into this for further clarification. Please can we have an update?"*

Cllr Hobro has been looking into this in his District Council Role, and has been in discussion with a parishioner and is grateful for her assistance with the clarification regarding the regulations. Certain Airfields may be regulated through planning law, if they were set up with the regulations put in place in the first place, this may include planning conditions such as times of flying. Fowlmere Airfield is very old, and it has never had those kind of regulations put in place. The District Council does not have any regulations that they can enforce regarding that.
A parishioner stated that there has been night time flying which is concerning to them, and has also spoken to the owner of the land. Cllr Hobro has also spoken to a District Cllr in Melbourn, but proposed that the Council continue to work in mediatory role.

A Parishioner mentioned the environmental health section of the SCDC website mentioning Aircraft noise. They met with the Airfield manager at Duxford who mentioned the Duxford Forum regarding Airfield matters. Cllr Collinson has attended the Duxford Forum. Few other Parish Councils attend. Cllr Hobro will contact the Environmental Health noise officers, and Cllr Sargeant will support Cllr Hobro with mediation.

Question from a Parishioner: *"Does the parish Council support the current local plan and the emerging 2041 plan?"*

Cllr Mulholland stated that it has always been the policy of the Parish Council to support the local plan and there was no proposal to change that position. Cllr Mulholland further stated that his preference is to engage with developers because with large developments (such as the one proposed on Long Lane) the Parish Council fulfils two separate roles. 1) To consider the plan, if it's policy compliant, if there is a local need for the development and to listen to the views of the villagers - this leads us to a view of whether to support the application or not. 2) The Parish Council's second role is centred around the word "if". If a large development gets permission from higher up in the Government process, the Parish Council needs to have engaged with the developer to mitigate the effects as best we can and to make sure the village receives the right amount of S106 money that can be utilised in the village in a positive way. Engaging doesn't mean we're supportive, but it is an important part of the process. Cllr Mulholland used the recent example of Melbourn PC who did not engage in the development of 199 houses on New Road recently and when the development went ahead anyway, they lost out on what could have been a significant amount of S106 money.
Cllr Roberts stated that Melbourn is a growth village and this is different to Fowlmere being a group village.

Close the Public Participation @ 8.23pm

22-23/34 Road safety

a) Travel Hub Update [JH]

The Planning application will be received at the planning meeting at SCDC on 20th July. Foxton Parish Council have arranged a public meeting on 11th July, all councillors have been invited. Cllr Hobro will attend, but asked if the Fowlmere Parish council would like him to continue to represent them. Cllr Mulholland suggested another Councillor to represent Fowlmere PC. Cllr Roberts volunteered. By the date of the meeting the full plans will be available.

b) Items reported to CCC Highways (*Items can be reported by any Cllr by [clicking here](#)*)
Cllr Bryan reported a resident raised a concern regarding the white lines at junction Westfield Road/ Butts Lane, Cllr Bryan said she will report the problem via the link. Cllr Mulholland said he'd raised the state of the road and the ZigZag lines outside of the school previously and noted highways had replied saying it will be part of the 3 year rolling programme.

c) Cambridgeshire's Active Travel Strategy Questionnaire (*circulated in advance*)
Councillors reviewed the Active Travel Strategy; comments were noted and the questionnaire was completed and returned to the Transport and Infrastructure officer at SCDC.

Action: Clerk to submit Parish council response

22-23/35 Reports from meetings attended and/or training attended.

Clerk was invited to the Daffodil Open meeting as Chair of the PTFA who received a Grant from the Daffodil Weekend Trust. Whilst there she thanked the Daffodil Weekend Trust and Organising Committee for acknowledging the disruption that the weekend has on Fowlmere as a Neighbouring Village. She stated that the Parish Council and Residents look forward to supporting the event, including volunteering going forward. Those that volunteered this year stated they enjoyed being involved with the weekend very much.

Cllr Roberts asked regarding if the Clerk has received information regarding SCDC Planning Training.

Action: Cllr Hobro to ask SCDC regarding any planning training available

22-23/36 Finance and General Purposes

Proposal: To approve the AGAR report (Internal Audit) as recommended by the Finance Committee (*documents circulated in advance*)
All councillors agreed unanimously.

- d) Bills to be paid
- Clerk salary £confidential
 - Eldercare £47.88 (*for month of April*)
 - Eldercare £49.49 (*for month of May*)
 - PO Box £378.00 (*yearly renewal*)
 - Unity Banking Fees £18.00

All Councillors agreed

- e) Income
- County Council grass cutting contribution £927.74
 - Transfer of Cemetery Deed £50.00
 - Application for Memorial Stone £80.00
 - Transfer of Utility Compensation £4000.00
- f) Monthly play equipment inspection [Google Forms]

Cllr Hobro suggested that a request to go out for support with the monthly play inspection. Cllr Mulholland asked residents in the room if interested to email the Clerk.

Action: to contact parents to join a working party to support with the inspection.

22-23/37 Cemetery Management

a) Recent and upcoming internments, memorials and transfers
Memorial request - Memorial Stone complied with cemetery management rules, size and inscription. The paperwork was emailed to members of the Cemetery management committee. All agreed as the memorial stone was within the rules to approve the design of the memorial stone.
Exclusive rights of Burial Transfer has been completed.
Burial Plot Return is in progress.

b) Mid-Summer Cemetery meeting. Wednesday 29th June 8pm
Cllr Roberts would like to join the Cemetery Management Committee.

22-23/38 Civility and Respect Project (*details can be [viewed here](#)*)

Proposal: The Parish Council agrees to engage with the civility and respect project being promoted by NALC and will look to to adopt recommendations resulting from the project
Cllr Mulholland noted a project that is being promoted by NALC, CAPALC and supported by the SLCC, he believed that there is also a similar project running in the NHS.
Cllr Hobro would move to support and engage with the project, as it is an important part of the way that councillors conduct themselves.

Cllr Hobro Proposed, Cllr Mulholland Seconded. All councillors Agreed.

Action: Clerk to email Councillors updates to the Council

22-23/39 Planning Committee (*application numbers are clickable links*)

- a) [22/01968/FUL](#) Springfields Fowlmere Road Fowlmere SG8 6EZ. Construction of an agricultural building

This application is to replace an existing dilapidated greenhouse structure with an agricultural storage barn of similar size. Councillors discussed the size of the new structure and were minded to submit a Neutral Stance All councillors agreed.

- b) [22/01839/HFUL](#) 1 East Barn Chrishall Grange Road Fowlmere SG8 7NT. Storey-and-a-half side extension.

An extension to be set back from the road, on the side of the building, will not have an effect on neighbouring properties and was similar in design to the barn itself. Councillors discussed the size of the new structure and were minded to submit a Neutral Stance All councillors agreed.

- c) [22/02140/FUL](#) Deans Farm Long Lane Fowlmere SG8 7TG. Alterations and Additions to external walls of the existing building.

An Application to enclose one half of what is currently an open barn. A Neighbour had written to the Parish Council as unable to attend the meeting, but wished to re-iterate her objections to the previous change of use application and remained unhappy with the arrangements regarding the boundary fencing.

The applicant stated he would be grateful for the work to be carried out so he can continue improvements to the barns.

Councillor Roberts said she remained unhappy with the way SCDC dealt with change of use. Cllr Collinson reminded Cllrs that the change of use had been settled and wasn't what was in front of us. We needed to remain focussed on this application and not go over past applications.

Cllr Mulholland noted that with the class of use that now exists, the alteration fits within the scope of that class.

Cllr Collinson proposed a neutral stand and Cllr Mulholland seconded. Motion passed with a majority.

- d) [22/02116/CL2PD](#) **for information only.** Police House High Street Fowlmere SG8 7ST. Certificate of lawfulness under S192 for replacement of the conservatory roof.
- e) [21/00298/FUL](#) **Notification of planning appeal.** Green Fox Farm Fowlmere Road Melbourn Royston SG8 6EZ. Farmland diversification, ecological enhancements and erection of 1 no. residential dwelling with an associated change of use in land from agricultural to residential.

Cllr Collinson asked that as there were not any changes to the application that the PC leaves its previously agreed and submitted comments unchanged. All were in agreement

- f) [22/02356/OUT](#) **Only just validated by SCDC. Requires dedicated meeting.**
Proposal: That we note the application has been made, registered and validated and accept Croudace's request to meet us
Proposal: To set date for dedicated planning committee meeting.

Chair of the Planning Committee, is available on the 4th July. The Clerk informed Cllrs that the submission deadline has moved to 13th July.

Cllr Hobro stated that there is much work for the Parish Council Planning Committee to do in advance of the meeting and supported the suggestion of the 4th July Meeting.

Set the date for the Meeting 4th July - All Councillors are available. All Agreed.

After a discussion surrounding the format of whether the developers should be invited to the meeting, it was discussed that we could have a Public meeting on the same evening in advance of the Parish Council Planning Meeting, asking the developers to leave after the Public meeting. As a point of information Cllr Hobro stated this was a similar structure to a meeting recently held in Foxton. The majority of Councillors were in agreement to the structure of the meetings suggested, with two meetings back to back, with the developers leaving after the public meeting. Agenda's for both meetings will be sent out/displayed as per normal protocol.

Cllr Lennon left the Meeting at 9.16pm as due to a personal commitment.

22-23/40 Community Led Plan / Neighbourhood Plan for Fowlmere

- a) **Proposal:** Begin the process of drawing up a Community Led Plan as a stepping stone to a Neighbourhood Plan
- b) **Proposal:** Set up a sub-committee within the PC with a view to including co-opted members from outside the PC
- c) **Proposal:** Pursue funding for the Community Led Plan

Cllr Hobro stated that when looking at Croudace's information, their application cites there is no local strategy for Fowlmere. The Parish Council is currently reactive, but the aim of the community plan would be to become more pro-active. Asking the village on a range of issues through surveys and questionnaires, a listening exercise, gaining much information from the village. The community led plan would have specific objectives leading on planning & houses, including amenities, living with nature, schools, and facilities for our families. It would enable the Parish Council to be armed with this information in advance of applications and can therefore respond with the knowledge of what the village wants.

Cllr Baker Oxley explained the guiding principals and the wider benefits of developing a community lead plan, enabling villagers to be involved in these decisions in shaping the village including the younger residents. Looking at the village more holistically including community health and well being, and sports and recreation, taking all views into consideration.

A Community led plan would roughly cost £3000, of which there are £2000 grants available, and should take 1-2years to complete. Cllr Hobro believes we have the time and resources to complete. The formal neighbourhood plan is the next stage, which is more expensive and takes longer but does have legal status in the planning process, but must dovetail in with the District Local Plan.

Cllr Roberts spoke about how much time and dedication developing plans had taken Foxton and Heydon and suggested seeking advice from them.

Cllr Bryan asked regarding how long the plans are valid. Cllr Hobro responded that the Neighbourhood plan sits in the same 10year cycle as the Local plan.

Cllr Mulholland said it is imperative that members of the wider community are involved, and agreed that speaking with those at Heydon and Foxton who have been through the process would be a great help.

Cllr Mulholland proposed beginning the process of drawing up a Community Led Plan as a stepping stone to a Neighbourhood Plan. Cllr Roberts seconded. All Agreed

Cllr Mulholland proposed Cllr Baker Oxley to lead the steering group and set up a sub-committee within the PC with a view to including co-opted members from outside the PC. Cllr Collision seconded. All Agreed. Cllr Mulholland, Cllr Roberts offered support. Cllr Hobro to look at funding.

22-23/41 Trees, Grass, and Hedges

a) Tree Survey Update/Quotes

One quote has been received, awaiting two other quotes before discussion.

b) Oak Tree offer to plant in the Jubilee year donated from Ted Neal

There was a discussion surrounding location and how big oak trees can get and the trees root system. No suitable location could be thought of.

22-23/42 Progress of ongoing projects

a) Defibrillator [update] [PC/CS]

Funding has been agreed, Cllr Sargeant awaiting confirmations to complete the form to send off to AED Donate.

b) Round Moat Pebble Fund [update] [PC]

Survey of Bird Boxes has been completed and the Bat Boxes that had been on the Fallen trees have been replaced.

c) Queens Jubilee Summer Fête [wrap-up] [RL]

Jubilee Fete was a great success. The Jubilee Committee met, to discuss final items. Each group involved has kept their own direct takings from their stalls. The takings on the day from the Bar and BBQ (which were donated) minus the £120 for the donation from the GIG Tent (which the Parish Council forward funded) left Donations of £2524.11. The Jubilee Committee had agreed for this to be split between the 5 groups/charities involved (Fowlmere School PTFA, Fowlmere Playgroup, Foxton and Fowlmere Dynamos FC, Friends of St Marys Church and Thriplow Cricket Club each getting £504.82.) There had been enthusiasm from the village to make the Fete an annual event and those involved were looking into formalising a community group with their own bank account for future years.

d) Zero Carbon Grant application [PC]

Cllr Sargeant & Cllr Collinson - used Cllr Hobro's previous application. Unfortunately it didn't quite fit with what the Grant was looking for. Cllr Sargeant and Cllr Collinson will be looking into a new application for the next round of grants.

e) New project ideas - There were none

22-23/42 Correspondence (list circulated)

The Manager at Kids Choice (after school club at Fowlmere Primary School) requested permission for a bouncy castle to be used on the 1st of August for our holiday club. I have been asked by the company (A10 Bouncy castles) for the below “written permission to allow us to pitch on the land with confirmation of no underground cables/pipes or overhead cables/trees where we would be pitching.”

Councillors discussed all liabilities lie with the companies, Parish Council would like to see Public Liability Certificates. State that as far as the Council are aware there have been no issues with utilities running underneath the ground.

Action: Clerk to Contact: A10 Bouncy Castles

UK Power Networks had requested the code to the locked gate on the Butts. They require access to cut some trees for safety clearances near the transformer by the fence to the industrial site.

Councillors discussed making sure that the trees must not be pruned too much. Uk Power networks contractor to discuss with the Parish Council Tree Officers.

Action: Clerk to liaise with Tree officers when date is set.

A resident who lives next to St. Mary’s requested permission to prune some trees in the ChurchYard at their own expense to let more light into their garden. The Church Wardens were happy with this but wanted Parish Council approval.

Councillors said that as long as relevant SCDC TPO permissions were sought and granted they were happy for the work to take place.

Action: Clerk to contact Parishioner

A Parishioner contacted a councillor regarding the responsibility of cutting back hedges that obstruct pedestrian pathways

Councillors discussed that a polite letter to be sent out asking home owners to cut back hedges to allow clear pavements for the public to pass.

Action: Clerk to contact parishioners with a polite letter to keep hedges under control.

The meeting closed at 9.45pm

Date of next meeting: Tuesday 19th July 2022



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
PLANNING COMMITTEE

which was held in the Main Hall, Fowlmere Village Hall on
MONDAY 4th July 2022 AT 7:30 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock (in the Chair), Cllr P Collinson, Cllr J Hobro, Cllr R Lennon, Cllr S Mulholland and Cllr D Roberts

IN ATTENDANCE: Katie Christodoulides (SCDC Planning officer) and approx 50 members of the public.

22-23/P1 Apologies for absence (LGA 1972 s 85(1))

Cllr Bryan (Declaration of Interest), Cllr Sargeant (Declaration of Interest)

22-23/P2 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

Cllr Roberts declared a conflict of interest in agenda item **22-23/P4** as her property is adjacent to the site and would not take part in this item.

Cllr Brock declared an interest in item **22-23/P4** due to the possibility of increased risk of flooding from the brook which runs close to his property.

- b) To receive written requests for dispensations for disclosable interests (if any)

Cllr Brock had requested a dispensation in advance for agenda item **22-23/P4**

- c) To grant any requests for dispensation as appropriate.

Cllr's present considered and unanimously agreed to grant Cllr Brock's dispensation. Cllrs agreed that the dispensation would stand until the next Parish Council elections.

Cllr Roberts then left the room.

22-23/P3 Minutes of Previous Meeting

- a) **Proposal:** That Fowlmere Parish Council herewith agree the minutes of the Parish Council Planning Committee meeting held on 1st February 2022

The draft minutes were reviewed and agreed as an accurate record of the meeting, and signed by Cllr Mulholland who had been present at the meeting which had taken place prior to Cllr Brock joining the Council.

22-23/P4 [22/02356/OUT](#) *link is clickable*

Outline application for the development of up to 125 dwellings, with all matters reserved except for access.

A Public meeting in relation to this application had proceeded meeting with a presentation from the developer Croudace.

Cllr Brock invited SCDC Planning Officer Katie Christodoulides who had been present at the public meeting to comment on the application process. It was explained that the end date of the consultation was 22nd July and that comments from consultees and members of the public should be submitted by then. She had found the comments made by both Cllrs and residents in the Public Meeting interesting and noted that most were material planning considerations for the application that would be considered. She encouraged residents to make submissions either online, emailing the planning officer directly or for those who preferred by writing to SCDC. Once the consultation period had closed SCDC would make its determination.

- a) Summary of application from the Chair

Cllr Brock re-capped that the application was for 125 dwellings off Long Lane. As an outline application only the principle and the access was being determined, all other matters were outline and illustrative. The drawings presented are not definitive. The site is partly in floods zones 1, 2 and 3. Zones 2 and 3 are higher risk than zone 1. The plans at present only have houses in zone 1.

The Documentation is daunting but reading the planning statement and the design and access statement. There is also a helpful flood risk assessment.

b) Submissions from members of the public (no more than 3 minutes each)

Resident 1) Long Lane is a lane, very narrow and already has lots of agricultural vehicles and buses, but with the increase in the number of vehicles with that many houses, will the developers just look at their scheme and the visibility splays from the site? Will they care about the access further down the lane, and the increase in the number of vehicles?

Reply: The developer only needs to look at visibility splays of its own site and how much highway there is to play with regarding pedestrian and cycle ways. The Highways Authority is however also a consultee and will comment on the wider implications of the proposal.

Resident 2) There is a housing crisis, but it's not the responsibility of Fowlmere to make up that shortfall unilaterally. Looking at the local adopted plan, which has a 5 year land supply, there is no material consideration for this site, with no exceptional circumstances to justify it. It is far too big for the size of the settlement. The developers presentation seemed to have a lack of understanding of the context of the site and surrounding area. The emerging local plan is focusing development around Cambridge and larger urban centres such as Waterbeach and not smaller settlements like Fowlmere.

District Cllr Hobro confirmed that the village designations in the emerging Local Plan are not deviating from the current ones and so Fowlmere would remain a Group Infill village.

Resident 3) Croudace has taken the opportunity to seek out objections today knowing that this is likely to be rejected but they are in this for the long term and won't be going away if this is turned down and will seek to take it to appeal in the future or bring it back remodelled.

Resident 4) The capacity of the school is a concern. There seems little or no realistic environmental assessment especially as the site is on the migratory route of some animals. Putting the management of storm water in the hands of a management company was undesirable. We really need some proper sustainability answers in these areas which were not given.

Resident 5) A petition had been organised which had gained 497 online signatures and 300 people who have signed the paper petition. A cross reference had taken place to guard against "double signing". The developer seemed very arrogant and didn't seem to care about the local plan.

In response to this Cllr Brock said the number of petition signatures was impressive and compared it to the number of public comments so far on the planning portal which was much lower and he encouraged parishioners to put reasoned comments on the portal

Resident 6) In the presentation the developer had said that they were not seeking to enter into a S104 agreement with Anglian in respect of the waste water. If this remained the case then the Highway Authority will not accept responsibility for the road due to the risk of the maintenance company failing. Also, the Highways Authority would only accept speed data from a traffic survey conducted during COVID. Volume data will not be accepted and so a new survey would need to be conducted.

Resident 7) The District Design guide should carry weight and would be worth residents looking at it. In Group villages it looks at openness and the historical layout of the village which is important. The Developer didn't seem to think this is important.

Cllr Brock agreed that these would be material considerations and would be worth raising in comments made to the consultation. Ms Christodoulides confirmed that the Design Guide did carry weight. The resident particularly recommended reading chapters 5 and 7.

Resident 8) Would there be management of construction traffic to the site if the plan were approved? There was a particular worry about the historic tunnels under the the High Street by the War Memorial.

Reply: A traffic management plan would be required and it would be insisted that all traffic came to the site from the A10 and not through the centre of the village.

c) Deliberations by councillors

Cllr Collinson proposed that we should recommend refusal. The presentation had been poor and the views of the village has been clear.

Cllr Mulholland said that there seemed two main points of view in the village surrounding development; those who wanted no development and those who thought sensible small pocket sized development would be good for the village. Smaller developments would help sustain the school which is currently under capacity and its funding was affected by that. It was clear however that this size of proposal was not appropriate. At some point we do need to have a sensible village wide conversation about future development and looking at developing a neighbourhood plan was important. Many villages now either have one or have one in process and indeed this developer makes the point in their literature that Fowlmere doesn't have one. The Parish Council recently resolved to start the process of developing a community plan which would act as a stepping stone to a neighbourhood plan but wider community involvement is critical for it to be adopted.

Cllr Brock agreed with the points about Neighbourhood plans and pointed out that adoption would be subject to a vote of the residents. Cllr Brock also said he'd received an email from the Chair of Governors at the school which had confirmed that it was by no means full and it was something we should be aware of in the future.

A resident asked if the 16 houses currently being built on Chrishall Road would help the school.
Reply: According to the information received from the Chair of Governors, the county council expects that development would provide between 4 and 6 pupils which would help the school but wouldn't fill the current shortfall.

Cllr Hobro supported the proposal to recommend refusal and noted that arguments around transport sustainability may form the crux of any appeal should it come and we should be aware of that. He referenced the wording of their document - sec 9 para 105.

Cllr Lennon supported recommending refusal and noted that we should expect an appeal.

Cllr Baker-Oxley supported recommending refusal and noted that the points raised about sustaining the school were important for us to think about in the future. Recent larger higher value properties built had not resulted in children attending Fowlmere School.

- d) Proposal: That Fowlmere Parish Council recommends to SCDC either support / neutrality / refusal (deleting as appropriate) as determined by deliberations and that the Planning Committee Chair and Vice-Chair be authorised to draft and submit the Parish Council's written representation in response to the District Council's consultation.

Cllr Collinson proposed recommending refusal, Cllr Mulholland seconded, All Councillors Agreed.

- e) Proposal: That Fowlmere Parish Council requests from SCDC that the application be referred to SCDC's planning committee if planning officers recommendation is different from that of the Parish Council

Cllr Lennon Proposed the motion, Cllr Collinson Seconded, All Councillors Agreed.

22-23/P5 [22/02264/HFUL](#) Replacement pavilion on end of pool, amend C20th pool end and limestone terrace pool area, New heat pump and ground mounted solar panels to assist running of pool. Chrishall Grange, Chrishall Grange Road, Fowlmere, SG8 7NT.

Cllr Roberts re-entered the room for this item.

Cllr Brock said that it was a replacement of a well mannered building that was adjacent to a Grade II* listed building in Chrishall Grange. He did not feel there was anything to raise concern.

Cllr Brock proposed the Parish Council adopt a neutral Stance on the application and allow SCDC Planning Officers and Committee to determine this application.

Cllr Brock Proposed, Cllr Collinson Seconded, All Councillors Agreed.

Closure of Meeting 22:10



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 26th July 2022 AT 7:30 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock, Cllr L Bryan, Cllr P Collinson, Cllr R Lennon, Cllr S Mulholland (Chair), Cllr C Sergeant and Cllr D Roberts.

IN ATTENDANCE: The Clerk, D Woods, a representative of the Village Hall Management Committee (VHMC) and approx 2 members of public.

22-23/44 Apologies for absence (LGA 1972 s 85(1))
Cllr J Hobro had sent his apologies (prior personal commitment)

22-23/45 Declaration of interest in agenda items (Localism Act 2011 s 31 s33)
There were none.

22-23/46 Minutes of Previous Meeting

- a) **Proposal:** That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 21st June 2022

The draft minutes were reviewed, amended and agreed as an accurate and representative account of the business of the meeting. Minutes were signed by the Chairman.

Cllr Roberts Proposed, Cllr Collinson seconded, All Agreed.

22-23/47 Matters arising not covered in the agenda

Actions completed:

- Clerk has applied for pre-paid card.
- 34c) Clerk to submit Parish council response to the Cambridgeshire's Active Travel Strategy Questionnaire
- 35) Cllr Hobro to ask SCDC regarding any planning training available
Response from Stephen Kelly, Director of Planning, SCDC: South Cambs does provide training on planning periodically, last round took place in February, there is nothing in the diary for the near future, however he would be happy come to one of our meetings to provide some training on request.
- 38) Clerk to email Councillors updates on the Civility and Respect Project.
- 42) Clerk to Contact: A10 Bouncy Castles & Kids Choice Manager re: Bouncy Castle on the Butts
- 42) Clerk to contact Parishioner regarding trees and hedges near St Marys Church boundary
- 42) Clerk to contact Parishioner regarding trees and hedges along Chapel Lane, since the meeting these hedges have been cut.

Actions carried over:

- 36f) Clerk to contact parents/school to join a working party to support with the play equipment inspection - speak to new Head in September.
- 42) Clerk to liaise with Tree officers when date is set for Network Power to cut trees near the Butts

22-23/48 Committee Meeting Minutes

a) **Proposal:** To receive the minutes of the Planning Committee (Feb 2022)
The minutes were received by the Council.

b) **Proposal:** To receive the minutes of the Cemetery Committee (July 2021)
The minutes were received by the Council.
Cllr Roberts Proposed, Seconded Cllr Lennon, All Agreed.

22-23/49 County Council update ([click here](#))

Apologies had been received from County Cllr Peter McDonald.

Cllr Mulholland highlighted the cost of living help available through the County Council.

22-23/50 District Council update ([click here](#))

Apologies had been received from District Cllr James Hobro.

Cllr Mulholland highlighted the additional COVID grants available to businesses from the District Council.

Cllr Roberts asked regarding documents on the website and if there could be a link to the reports on the front page.

The Clerk asked Councillors to get in touch if they have any further updates to the site that may be useful.

Cllr Roberts asked if there were any developments on the Croudace application.

Cllr Brock explained that he was a little unsettled by SCDC's decision not to refer the matter to SCDC's planning committee prior to making a determination on the application. It seemed very likely that SCDC were going to refuse but the order in which they were making their decisions was concerning and he was planning to speak with officers on this point.

Cllr Roberts noted that she was surprised that it was not going to committee as in an email exchange with Michael Sexton he had indicated that as this is a large application he thought it would need to go to the planning committee regardless.

Cllr Bryan asked about decision deadlines.

Cllr Brock said that with major applications officers would have 12 weeks to make a decision.

22-23/51 Village Hall update (VHMC invited to give short report)

Mrs Woods noted that the Village Hall had been re-accredited for Hallmark 2 and 3 and the next review would be in 3 years.

Mrs Woods said that the ground around the Scooter Park was very stoney and she had a meeting with Cllr Mulholland to highlight this. She has had concerns raised by the grass cutting contractors regarding the stones. Some paving slabs surrounding the tennis courts had been broken during initial excavation and are a safety concern (the contractor is aware). Signage for the Scooter Park has yet to be erected.

Cllr Mulholland said he had spoken with the contractor who had carried out some but not all of the work. He said the grass seeding will occur in the autumn. He said he would speak with the contractor again. He also said he understood that Mrs Keppey had ordered the signage and was awaiting delivery.

Cllr Roberts has completed her trustee induction with the Chairman and Secretary of the VHMC, all paperwork was completed, and had attended her first meeting a couple of weeks ago.

22-23/52 Open Forum for Public Participation *(not to exceed 15 minutes)*

There were none.

22-23/53 Road safety

a) Travel Hub Update

The meeting set in July had been cancelled and a new meeting date has yet to be set.

b) Speedwatch update

Cllr Collinson has collected equipment from Mr Howe, and had thanked him for all he has done regarding speedwatch. Has met with Mr Wragg, but needs to have a further meeting once he has a suitable Laptop to load the software onto.

The speedwatch team had two 1-hour speed watches in July, monitoring traffic along Long Lane leaving the village. They monitored 142 vehicles, of which 31 (22%) were at 25mph or more (in a 20mph area). The max speed recorded during the sessions was 33mph.

Cllr Mulholland noted that although this is still in excess of the speed limit, it is less than it has been in the past.

Cllr Mulholland extended the council's thanks to Mr Howe and his team.

c) Items reported to CCC Highways *(Items can be reported by any Cllr by [clicking here](#))*

Cllr Bryan had reported a bad pothole at the junction of Butts Lane and Westfield Road.

Cllr Mulholland noted that pot hole repairs had taken place on Chapel Lane that morning.

22-23/54 Reports from meetings attended and/or training attended.

Cllr Bryan, Cllr Baker-Oxley and Cllr Brock had attended CAPALC planning training

Cllr Brock and Cllr Baker-Oxley had attended CAPALC Chairmanship training

Cllr Brock, Cllr Baker-Oxley, Cllr Mulholland had attended CAPALC Code of Conduct

Cllr Collinson asked to be informed of any further Planning training.

22-23/55 22-23/55 Finance and General Purposes

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

- Fowlmere Village Hall £48.00 *(June meeting)*
- Red Shoes Accounting £67.80 *(payroll)*

- 2Commune Ltd £168.00 (*new Cllr email accounts*)
 - Unity Bank Fees £50.00 (*payment card setup fee*)
- b) Bills to be paid
- Clerk salary £confidential
 - Liabilities due to HMRC £140.80
 - Eldercare £47.88 (*for June*)
 - SCDC £1689.73 (*Contested Parish Council Election*)
 - Hardy Landscapes £1654.33 (*Grass cutting June*)
 - Ian Wilson £320.96 (*Bus Shelter maintenance*)
 - Ian Wilson £102.67 (*Butts fencing maintenance*)
 - CAPALC £50.00 (*Chairmanship Training Cllr Brock*)
 - CAPALC £50.00 (*Chairmanship Training Cllr Baker-Oxley*)
 - CAPALC £10.00 (*Inner Confidence as Clerk*)
 - Fowlmere Village Hall £48.00 (*July Meeting*)
 - Fowlmere Village Hall £24.00 (*August Meeting*)
 - Direct Debit - Opus Energy (Street Lighting) approx £42.61
 - Direct Debit - EDF Energy Cemetery (electricity) £11
 - CAPALC £150.00 (*Planning Training Cllr Brock, Cllr Baker-Oxley, Cllr Bryan*)
 - CAPALC £120.00 (*Code of Conduct Training x 3 Cllr Brock, Cllr Mulholland & Baker-Oxley*)

All Counsellors in agreement to Pay Bills above.

- c) Income
- Newlings Funeral Directors £100.00 (*Burial fee*)
 - VAT refund £5227.26 (*Oct 21 > Mar 22*)
 - UK Power Networks £50.00 (*Power cut compensation*)
- d) Monthly play equipment inspection [*Google Forms*].

Cllr Bryan had mentioned to Cllr Mulholland that the larger play frame on the Butts had become loose. Cllr Mulholland noted that some bolts had sheared, but he had fixed this. He also noted that the square wooden balance still needs to be fixed.

Village hall play equipment, the scooter park needs to be added to the google form checklist.

The Swings that were condemned and have been removed, and have now had the wooden struts removed as per the ROSPA report. This can be removed from the google form.

22-23/56 S106 Allocations

- a) Update on current position

Cllr Mulholland explained that the council would be receiving S106 contributions for the housing currently being built at Shaw Close when the 8th dwelling becomes occupied.

Mr Fisher (SCDC S106 Officer) had also forwarded on the potential sums of money that could be secured *if* other applications went ahead. While these were very hypothetical at this stage it was important that the Parish Council had projects in mind to avoid losing out.

- b) 5 - 10 year planning for future S106 projects

Cllr Mulholland explained that Mr Fisher had given a short deadline for an ideas list for S106 contributions should the 125 application on Long Lane succeed.

Cllr Mulholland had hurriedly come up with a list based on what nearby Parish Councils had done in recent years (which could be re-visited at a future date) as not responding would risk the money not being made available going forward. The list included zip-wires, sunken trumpets, a 4G pitch with floodlighting, new cricket nets, a teen shelter, allotments, cemetery fencing, PC office space / meeting room.

Mr Fisher had offered to meet via zoom to explain the S106 process more.

Cllr Brock thanked Cllr Mulholland on the speed with which he had come up with a list of items.

Cllr Collinson asked regarding a Footpath/cycleway along Long Lane up to the A10.

It was felt that for that project the money would go to Highways as they would be doing the work but we as a Parish could be asking for it.

Cllr Brock asked regards the allocation for allotments and if this is something we should look to increase to purchase a plot of land. The CC land was mention as a previous site that might have been leased for a Community orchard. Cllr Collinson asked about the Glebe land on Rectory Land but it was felt unlikely that the church would wish to sell.

It was agreed to look at this item further at the next planning meeting and to look at projects going forward.

22-23/57 Cemetery Management

- a) Recent and upcoming internments, memorials and transfers

One recent Burial Interment

One Ashes interment upcoming but date yet to be set.

- b) Mid-Summer Cemetery meeting feedback .

One plot needs to be levelled and five plots need to be re-seeding in the autumn.

Look at getting quotes for fencing around the Cemetery boundary along Mill Lane and Long Lane.

A few stones have been noted as needing to be kept an eye on due to slight movement.

22-23/58 S137 Grant Applications

- a) Draft policy for discussion for formally setting out process for S137 grant applications.

(Circulated in advance)

Feedback from the audit, and recent training had indicated that other councils are dealing with grant applications more formally. A draft policy had been put together for discussion.

The Clerk asked for an "office only section" to note the decision and reasons for that decision.

Cllr Roberts stated that the PC used to get enquiries from national charities and queried whether the policy on this is clear on the form.

Cllr Brock felt that para 7 was clear on who is not eligible to apply.

Cllr Mulholland said that the PC would always have the final say, but the PC needed some flexibility to allow for a donation to the Royal British Legion for the Remembrance Wreath, which is a National Charity, but is something we would want to carry on.

Cllr Lennon, questioned para 8 which states that mentions running costs. She felt running costs shouldn't be covered.

Cllr Mulholland stated that projects would be prioritised.

Cllr Brock mentioned that para 8 states what the PC will give money for. This is that part of the document that gives Cllrs the most guidance.

Action Cllrs to email Clerk or Cllr Mulholland with updates to Paragraph 8.

22-23/59 Trees, Grass, and Hedges

- a) Tree Survey Quotes (Circulated in advance)

Three quotes have been received. Shelford Tree Services (£780 inc VAT) Richardsons (£1074 inc VAT) Shires (£840 inc VAT).

Cllr Mulholland noted that Shelford Tree Services were a Fowlmere company and he had noted some of their recent local work as being neat and tidy. As also the lowest quote he felt this merited using them.

Cllr Collinson said this was a fairly small job and would allow the Council to see their work for any further larger projects, almost as a trial.

Cllr Sargeant asked about Liability insurance.

The Clerk stated the company had already sent her copies.

Shelford Tree Services - Proposed by Cllr Mulholland and Seconded by Cllr Collinson All Agreed - Awarded quote.

Cllr Bryan mentioned a large dead tree opposite her house and The Chequers on a small patch of parish land where the green BT boxes are.

Action: Clerk to ask Shelford Tree Services to look at and quote for potential removal of tree.

22-23/60 Community Led Plan / Neighbourhood Plan for Fowlmere

- a) Update [RBO]

Cllr Baker-Oxley has had contacts from interested parties which was encouraging but wanted to make it known that she is not on Facebook so she needs to be contacted via her PC email.

She has contacted John Archer from Heydon, and also looked at the Thriplow and Heathfield plan.

She is looking at a meeting in after the summer holidays. She is also keen to have a Young Steering Group, and will be in contact with them once back at school. Will be looking to hold a meeting in a meeting room.

Cllr Roberts suggested speaking with Caroline Ilott from the Foxton Parish Council regarding their Neighbourhood plan, and also mentioned that she has a copy of the Heydon Community plan. She agreed to pass this to Cllr Baker-Oxley along with Foxton contact details.

Cllr Brock is very interested in being involved. Cllr Collinson is interested too.

The Clerk said an advert was due to go into the F&TN which would also be posted on the FPC Facebook page for those interested to get in touch with Cllr Baker Oxley via her email.

22-23/61 Progress of ongoing projects

a) Defibrillator [update] [PC/CS]

Cllr Collinson offered to work with Cllr Sargeant to draft and submit the planning application required for the application.

Cllr Mulholland proposed the FPC pay for the planning application. Cllr Roberts Seconded. All Agreed.

b) Round Moat Pebble Fund [update] [PC]

Cllr Collinson mentioned a potential future event information event, learning about the nature of the round moat run by Bob and Doug. Date TBC, PC can support with advertising.

Cllr Roberts suggested looking at a new information board for the Round Moat.

c) Replacement of Football Nets on the Butts [SM]

Last summer the football nets were replaced, and have lasted one year. These were noted on the ROSPA report as needing attention.

Cllr Mulholland proposed to buy some new nets in replacement of the old ones. All Councillors Agreed.

Action: Clerk to order new football nets.

d) New project ideas

Cllr Lennon mentioned that discussion have started with Santa in respect of the Tractor.

22-23/62 Correspondence (list circulated)

Cllr Brock questioned the correspondence from Highways giving a very large window for top dressing works which seemed excessive.

Cllr Mulholland explained that this seemed to be the way Highways work to give them flexibility over contractor appointments and allowing for weather re-arrangements without risking permits expiring.

The Clerk does receive more specific dates closer to the time which can be advertised locally.

Cllr Brock offered to respond requesting more detailed information.

The meeting closed at 20:52



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
PLANNING COMMITTEE

which was held in the Pavillion Room, Fowlmere Village Hall on
TUESDAY 2nd August 2022 AT 7:30 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock (in the Chair), Cllr J Hobro,
Cllr R Lennon, Cllr S Mulholland and Cllr D Roberts, Cllr C Sargeant

IN ATTENDANCE: The Clerk, Mr Blundell, and approx 20 Members of the public

22-23/P6 Apologies for absence (LGA 1972 s 85(1))

Cllr Bryan (Personal Commitment), Cllr Collinson (Unwell)

22-23/P7 Declaration of interest in agenda items (Localism Act 2011 s 31 s33)

a) To receive declarations of interest from Councillors on items on the agenda

It was noted that Cllrs who had been on the council before the election in May had seen the planning application for item **22-23/P10 d)** before but would look afresh.

Cllr Roberts declared a conflict of interest in agenda item **22-23/P15** as her property is adjacent to the site and would not take part in this item.

Cllr Hobro declared an interest in item **22-23/P10 g)** as his property neighbours this application

Cllr Brock declared an interest **22-23/P15** but the council had granted him a dispensation.

Cllr Sargeant declared an interest in item **22-23/P15** due to a financial conflict of interest and would not take part in this item.

b) To receive written requests for dispensations for disclosable interests (if any)

There were none.

c) To grant any requests for dispensation as appropriate

Dispensation for Cllr Brock on declaration of interest in Agenda item **22-23/P15** continues to stand

22-23/P8 Minutes of Previous Meeting

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Planning Committee Council meeting held on 4th July 2022

The minutes were amended as requested and agreed as a true record of the meeting.

All councillors Agreed

22-23/P9 Matters arising not covered in the agenda

There were none.

22-23/P10 Planning Applications [application numbers are clickable links]

Proposal: To decide the Parish Council's response to the following planning applications and to authorise both the Chair and Vice-Chair of the Planning Committee to draft and finalise the Parish Council's submissions

All councillors Agreed

a) [22/02464/FUL](#) Land At Chrishall Road, Fowlmere, SG8 7RY [12th August]

Erection of new electric substation to serve approved development of 16No. dwellings under planning permission reference 20/01209/FUL.

Cllr Roberts noted that the substation is needed for the development. Cllr Roberts was in Support. Cllr Mulholland noted that the location would have been picked by UK power networks not the developer. All Councillors agreed to support this application.

b) [22/02801/HFUL](#) Newlands, London Road, Fowlmere, SG8 7RU [12th August]

Two storey rear extension.

Existing and proposed elevations and floor plans were displayed on the projector.

Cllr Mulholland noted that while it was a large extension it was on a large plot of land in mature grounds. Cllr Roberts noted the building would now be balanced. Cllr Brock noted the building cannot be seen from the road. Cllr Hobro noted as it is a large house, the extension is sympathetic to the site.

For the benefit of new Cllrs it was noted that the previous Parish Council had been neutral on majority applications unless there is a strong reason to object or a strong community reason to

support. The new Council would need to decide if it wanted to continue that has to make that decision. Cllr Brock said it seemed like a reasonable policy. Cllrs agreed to continue with this. A neutral response was proposed. Majority of Counsellors Agreed.

c) **22/02985/FUL** RSPB Reserve, Mill Road, Fowlmere, SG8 7SH. [17th August]

Installation of a waterless compost toilet to be constructed at Fowlmere nature reserve.

Building using natural materials.

Images of the proposed toilet were displayed on the projector.

Cllr Hobro mentioned they are making an attempt to be ecological, and are trying to develop the reserve site in an environmental way for the community.

A response in support was proposed. All Councillors Agreed.

d) **22/02870/OUT** Land To The South Of 86 Chrishall Road, Fowlmere. [17th August]

Outline planning application for 15 No. self-build dwellings, with details pursuant to access and layout, and all other matters including appearance, scale and landscaping reserved for subsequent approval.

Mr Blundell contacted the Parish Council in advance to make a presentation, attached in appendix 1. Mr Blundell is a resident of Fowlmere and a property developer.

The application is for a development of 15 self-build dwellings, taking up the whole land ownership, with no further development of the site. After presenting Mr Blundell asked the community to vote in favour of the application, with the offer of a voluntary additional Section 106 contribution of £800,000 made direct to the Parish Council. He asked that this is treated as an exception site delivering much needed self builds in the village and District. Approval would show the Parish is proactive in providing meaningful exception schemes to protect the village against speculative development.

Cllr Brock reminded fellow councillors, when looking at a list of section 106 matters and financial contributions, policy guidance is only contributions that are a) necessary to make the development acceptable in planning terms, b) which directly flow from the development and c) which are reasonable are acceptable. All three tests need to be met. Cllr Brock also stated it was the first time these financial contributions had been seen and it was difficult to assess immediately whether they would pass the tests.

Cllr Brock asked the applicant several questions including the reason for re-submitting with an appeal in place and how the claim of "innovative design" in the design and access statement would be achieved with self builders especially with the prescriptive building footprints. Mr Blundell and Mr Biggs (the applicant's planning consultant) stated that resubmission was to clear up some technical matters from the initial application. The appeal remains live with no start date. Innovation would be through going above and beyond local & national policy for zero carbon builds, with variations in ideas brought from the self builders within the framework parameters set. When asked how poor design would be stopped, Mr Biggs replied that each self builder would need to submit their own reserved matters where this could be challenged. Only having one access to the site was also questioned and Mr Blundell said it was due to the visibility splays further south being poor due to the bend in the road.

Cllr Brock suggested the development would draw the centre of gravity of the village southwards and asked the applicant for his thoughts on this. Mr Blundell said that this area of the village (village hall end), with a higher density of houses already feels to him to be the hub of the village.

Cllr Roberts stated this application was the same as the previous application the PC had looked at. She said it is one of the fourteen sites with applications, all of which are outside village envelope. This application was refused by SCDC in April, as it was contrary to many of the planning policies (S/7, S/2, S/6, S/10 and T1/2) which are intended to maintain the equilibrium in the village. Cllr Roberts is concerned regarding the number of speculative developments that have been put forward.

Cllr Mulholland said we should be aware that the 2015 Self Build legislation requires planning authorities to collect data from parties interested in self builds, and to find those properties within a 3 year period. Initially SCDC was hitting those targets, however now there is a shortfall. He mentioned two similar cases in Caxton and Gamlingay, where SCDC supported the local plan, refused the applications, but these sites won on appeal with significant weight given to the shortfall of Self build Houses. Planning authorities and their local plans are at loggerheads with this

legislation. Cllr Mulholland said that looking at the evidence he expected this application would win at appeal, and while he respected SCDC's right to refuse and try to defend the local plan, the committee should be realistic about this and engage with the developer to try and seek improvements.

Cllr Hobro noted that the application is outside the village envelope, and is in violation of planning policies. It is on a site that was in the 1st proposal for the local emerging plan but which was not included as a site for development. The committee need to consider their view of extending the village southwards, whether 15 dwellings on a site such as this is good for the village. This application is very different from other large applications, and would not set a precedent going forwards. The council needs to consider if they would like to support an exception of sorts to the conditions of the local plan. Cllr Hobro is also concerned as to whether the additional contributions offered can be considered as Section 106 contributions and that the council should look to clarify that. The council is balancing an attractive proposal, in terms of re-wilding, density, attention to detail for sustainability and in terms of potential contributions, against the fact that this application is outside policy.

Cllr Brock clarified with Mr Blundell whether he would honour the s.106 proposals for the parish council if he obtained planning permission on the appeal. Mr Blundell stated that the proposals were conditional on the application having the support of the village.

Cllr Roberts reiterated that the local plan and its policies are the guide to follow, also stating the different categories of villages and that Fowlmere is a group village. She stated if Councillors wish to see development they should live elsewhere.

Cllr Baker-Oxley stated that in recent planning training, it was mentioned that if local Councils and Officers go against legislation the law will win. Cllr Baker-Oxley also noted that the village envelope was relatively small and does not allow for development within.

Cllr Mulholland noted that while the Parish Council should not go against the local plan, he reiterated his belief there is a reality that the 2015 legislation had created a loophole for self builds and that we should be realistic and expect this to be passed at appeal and therefore we should engage with the developer to discuss improvements.

Cllr Hobro said he had contacted SCDC planning to seek clarification on the land supply of self builds, but has not had a response as yet.

Cllr Brock said that while Cllr Roberts had said that there were 14 site applications they were not planning applications but were sites put forward in response to the call for sites. He said only one - the Croudace site on Long Lane, has an application in the system. He urged caution in waiting for the adoption of the new local plan as with the current timetable, this will not go to examination before summer/autumn 2025 with a plan not finalised until early 2026. He also pointed out that the appeals had been lost prior to SCDC's refusal of this application so they would have formed part of their decision making but he agreed that the shortfall of self build sites had led to permission being granted by the Inspector.

Cllr Brock, suggested that the Council's consultation response should be to recognise the policies and want to up hold those policies mean that the Council opposes the application, and would normally recognise this development shouldn't go ahead. However, the Council recognise what is happening elsewhere and that the secretary of state is granting permissions for self-build on appeal, thus the Council would say to SCDC planners that if they were to grant permission, the Council would want to see that various stipulations are secured.

The applicant stated if the council does not choose support to the application at this time, the council would miss the opportunity to engage with him and see where the money would go.

A Resident asked the council to be careful regarding Section 106 money, as it could be seen as bribery. They also stated that the village does not need more expensive houses or self build houses, but does need low cost affordable houses for local families.

A Resident asked who owns the "village plan" and are residents entitled believe in the plan.

Cllr Brock explained the Local Plan belongs to SCDC. In the planning application process, applications are to be decided in accordance with the development plan, unless material considerations indicate otherwise. The other consideration is the obligation on SCDC to provide self build plots equal to the number that register for plots.

Cllr Roberts suggested that as the current local plan will run until 2031, the self builds have a longer time to run to gain houses. Cllr Brock stated this was incorrect and that the 2015 legislation is much tighter and councils need to meet the self build deadlines year on year.

Cllr Hobro reminded councillors that they need to consider this application in the context of the 2018 currently adopted local plan, even though we are being consulted on the call for sites for the emerging local plan, which only applies after 2031 he is concerned that these are being mixed up. He also supported the comment made by the resident regarding the fact that the Parish council ought to be representing housing needs of the village as well as we understand it and hope that with the start of a community led plan this will give the parish council a better idea of those needs of the village and we should be considering this with the housing needs of the villages.

A Resident said that having been a self builder themselves sees this as a positive, but is worried developers may see self builds as a way of getting developments approved.

A Resident stated that Fowlmere is an ancient village, would not like that to change, but the land in Fowlmere is seen as prime land by developers to make more money.

A Resident asked if the drains along Pipers close will be able to cope with additional houses.

Cllr Mulholland noted that the applicant had mentioned the drains in the paperwork. He then referenced the concern for the lack of affordable houses for younger residents. There had been an application for 32 houses, 80% being affordable, on this site but it was outside the village envelope. Due to the self build legislation it is likely that the wrong type of houses will be built, and that in hindsight perhaps the PC should have considered an exception for the other proposal.

Cllr Brock returned to his earlier recommendation and asked for a proposer. Cllr Roberts proposed. Cllr Hobro stated he was happy to second if the council understands it will keep our options open for negotiations if the application goes ahead. Cllr Mulholland asked if the PC could apply for an extension to talk to S106 Officer James Fisher before making a decision.

Cllr Roberts noted this was a large amount of money brought before the committee this evening, and doubts that South Cambs would let a small Parish Council, such as Fowlmere, to be allowed to have dealings with this amount of money. It not being fair on the poor clerk having all the extra responsibility, especially with that role being part-time. She was happy with deferring to seek advice from the S106 officer and to ask SCDC regarding their view of the self build Legislation.

Cllr Hobro supported the idea of deferring on the basis of getting advice from S106 Officer, and the perceived mis-match between the housing we actually require in the village and the housing in this application. To make that make judgement we need to gather further information.

A deferral was formally proposed by Cllr Hobro and seconded by Cllr Roberts.

All Councillors Agreed.

Cllr Mulholland asked the applicant to confirm that they would be happy with a time delay to allow for more information to be gathered which was also agreed.

- e) **21/04135/PRIOR** Dottrell Hall Farm, Newmarket Road, Fowlmere, Royston, SG8 7PD.
Notification of planning appeal. Prior approval for change of use of an agricultural building to 5 dwellings (2no 4bed and 3no 2bed) (Class C3)

The Parish Council had made a previous representation. The applicants appeal has replied to some technical points to which Cllr Brock would like to respond otherwise the proposal was for the previous response to stand. All Councillors agreed.

- f) **21/04871/CONDA** Newlands, London Road, Fowlmere, SG8 7RU.
(for information only) Submission of details required by conditions 4 (Tree Protection) and 6 (Surface and Foul Water Drainage) of planning permission 21/04871/HFUL.
- g) **22/0732/TTPO** Brook Farm, Chapel Lane, Fowlmere, SG8 7SA.
(for information only) row of 10 Cypress - fell completely outgrown the location, leaning heavily above adjacent garden, evidence of some structural failure.

22-23/P11 Greater Cambridge Local Plan Call for Sites [4 new sites within Fowlmere Parish]

Request from Greater Cambridge Planning (GCP) for supplementary input from Parish Councils [see email from GCP dated 20 July 2022 and briefing note 1 from the Chair of FPC Planning Committee accompanying this agenda; Councillors are advised to allow some preparation time prior to the meeting].

Proposal: A working party of four Councillors comprising the Chair and Vice-Chair of the Planning Committee and up to two others appointed by the committee, calling on

information and resources of other members of the committee as they see fit, to draft and submit the response to the GCP request.

Cllr Brock summarised how the call for sites system works. The process for preparing a local plan is lengthy. This process started in 2019. The draft plan will be put forward and objections will be heard by a Planning Inspector. If the Inspector finds the plan is sound it is adopted, if it is not limited modifications can be made. As part of this process SCDC asks for nominations of sites to develop. There have been 14 sites put forward in and around Fowlmere SCDC produced a 1st proposal document late last year, invited comments, and also allowed nomination of further sites. SCDC have asked Parish Councils to look at new sites put forward for any information that SCDC is not likely to have, for example any local knowledge.

Cllr Brock requested having a working party of 4 Councillors consisting himself, Cllr Collinson as vice-chair planning and two other Parish Councillors, to look and reply to the questionnaire.

Cllr Baker Oxley, and Cllr Roberts volunteered.

It was noted that the working party, not need to meet formally, it will be mainly working via email, and possibly meeting via zoom. Cllr Roberts asked to be reminded of the password for her parish council email account so that she could access her email. Cllr Hobro supplied the password.

Cllr Hobro said the call for sites was the democratic part of putting the local and emerging plan together. In the 1st proposal, the overall planning framework and policies regarding Fowlmere are similar to the 2018 plan. Fowlmere remains a group village and the rules governing these remain the same. There were 10 Fowlmere sites put forward before the 1st proposal and all of these sites were rejected. It seems unlikely the overall tone of the plan will change from the 2018 plan. The PC should consider the sites and provide feedback. Although sites are proposed it does not mean they will be accepted.

Cllr Brock asked Cllr Hobro to feedback to the planning department, in his District Cllr role, that there are serious frustrations around the using the applications and Consultation parts of the SCDC Website as it is frequently not working and that navigating the Greater Cambridge Plan website is challenging. It was noted the website has had many problems recently.

22-23/P12 Land west of Long Lane

Proposal: That the Council should meet with Clarendon Land & Development, in public, following their email request of 24 June 2022, as soon as practical

[see documents accompanying this agenda; email of 24 June 2022 and Clarendon's call for sites promotional document dated March 2019].

Cllr Brock noted an email from Clarendon to discuss their possible application and request for a meeting. Cllr Brock stated he felt this would be valuable exercise to gain information in advance of a planning application.

Cllr Roberts stated that while two houses had been built fairly recently on that site, which is outside the village envelope, they were approved due to the failure of the District Council's 5 year land supply, an issue that is now resolved. The Parish Council engaged with the Croudace development due to having a planning application to consider. Cllr Roberts said she would rather wait to speak to Clarendon until there is an application, but wished to gain views from the village, and asked to open the floor to the public.

Cllr Brock stated that the public participation part of the meeting was completed; that was the part when discussing the planning applications. He reminded Councillors that this is a meeting of the PC planning committee, which is held in in public, so that the public can hear and see what is said.; He asked Councillors to proceed with discussion of the agenda item.

Cllr Hobro stated the PC have been advised by officers to engage with developers at the earliest stage which is in the village's and PC's best interest. A meeting with the developer will give all parishioners an opportunity to voice and express whatever views they hold. He is concerned that not engaging will deny the village their voice. If a developer approaches the PC, he is in favour of engagement.

Cllr Mulholland agreed with Cllr Hobro. He mentioned a meeting with S106 Officer, James Fisher, who had reiterated advice to engage early. Mr Fisher gave examples of when lack of engagement had been detrimental to S106 contributions. Engagement does not mean the PC supports a development, it helps gain information about that development. He mentioned that the work on the

Croudace application could have been spread better to avoid the rush at the end had the PC met with them in April.

Cllr Baker Oxley agreed with these points.

Cllr Lennon, mentioned the public meeting will allow all parishioners to have a voice at a meeting which would be widely advertised.

The motion was proposed by Cllr Mulholland, seconded by Cllr Baker Oxley

Majority of Councillors Agreed.

Cllr Brock said that he felt the earlier we can get information the better placed we were to deal with it. He also said that the meeting with Croudace had allowed members of the public to express their views to both the developer and their Parish Council and he felt this had been very effective.

22-23/P13 Policy Recommendation

Proposal: To recommend that the Council adopt as Council Policy, that when approached by developers for a meeting with the Parish Council prior to submission of a planning application, this Council shall, where practicable, agree to such a meeting (to be held in public) in line with advice from SCDC officers. When the request relates to a residential development for more than four dwellings the Council shall invite SCDC planning officers to be present both to advise and to witness the discussion. Where the application is to be submitted prior to the next meeting of either the Planning Committee or Council, whichever is sooner, the Chair of the FPC Planning Committee is authorised to decide such requests.

Recommendation from the planning committee to adopt the above proposal as Council Policy.

Cllr Mulholland said this policy would remove the need for the previous agenda item, discussing each time the principle of engagement. He felt that it was the majority view that the PC should engage and arrange a public meeting for both the PC and Parishioners with developers.

Cllr Lennon agreed with these points.

Cllr Hobro proposed, Cllr Mulholland seconded.

Majority of Counsellors Agreed.

22-23/P14 Section 106 policy and allocations *[see discussion at the Parish Council meeting of 26 July 2022 and briefing note 2 from the Chair of FPC Planning Committee accompanying this agenda.]*

- a) Update on current position
- b) 5 - 10 year planning for future S106 projects

Cllr Brock stated that just prior to the previous PC meeting the PC had received a request for projects that the PC had in mind for which Section 106 contributions would be appropriate in relation to the Croudace application. There was a short deadline. This had highlighted that the Parish council did not have a formal list of sites or projects from which to draw. S106 obligations are only to be imposed where they are necessary, directly related to the development and reasonable in scale and kind.

Cllr Mulholland said that in a zoom meeting that morning attended by Cllrs Brock, Hobro and himself with James Fisher (SCDC S106 officer) it was made clear that having a section 106 list shouldn't be confused with being in favour of developments. The PC needs to have projects in mind in case a development is approved later in the process. Section 106 requests need to be put forward at the beginning of the application process otherwise you could miss out if an undesirable application succeeds at appeal and the example of Melbourn was made where they had missed out a few years ago. Mr Fisher said the best way to create your S106 list is to develop a Neighbourhood plan, and gain parishioners input which gives the wish list greater credibility. Cllr Brock said a difficulty with the system is that the PC is constantly having to say what it would like to have if more houses were built, even if it did not want them. However, PCs have to do this as otherwise the risk is that they may end up without section 106 contributions to facilities which meet the tests if an application goes through.

Cllr Roberts said she was unhappy with how tonight had gone and felt the working group coming together for the community plan needed make sure that parishioners were involved and had their views represented. She does not have confidence in the Councillors on the Parish Council representing the village going forward.

Additional minute as per meeting 25th Aug Cllr Mulholland expressed a strong view, that if this proposal were rejected by SCDC it would succeed on appeal.

Cllr Mulholland said that parishioner involvement had been spoken of in all discussion on the community plan.

Cllr Lennon agreed with the need of a wish list, and asked for a further meeting with the S106 officer, to clarify information and produce a clear picture of what can and can't be in the S106 contribution list. The importance of gaining the views of the village was highlighted. A good list of ideas could be scaled up or down according to the application.

Cllr Brock said any Section 106 request has to be related to the scale and the application that comes forward.

Cllr Hobro noted there is a great value of having a wish list, with the widest input from the village. Just starting to develop the community led plan, is a great opportunity to develop this as part of the community led plan. Having a wish list with input from the village will put the Parish in a much better position when those boxes need to be filled.

Cllr Baker Oxley has developed an advert, with Cllr Mulholland's help, to encourage parishioners to get involved with the community led plan for the Fowlmere and Thriplow News to also go onto noticeboards and Facebook. Contact has been made with Heydon, and Thriplow & Heathfield.

Cllr Roberts said she would pass a copy of the Heydon plan onto Cllr Baker Oxley.

Cllr Brock acknowledged Cllr Roberts unhappiness. He explained that one of the reasons he is concerned about the extra financial S106 offer put forward by Mr Blundell is that planning permissions are not bought and sold, and he is concerned that the PC behaves properly in relation to that.

Cllr Brock said it is the chairs' decision whether to allow members of the public to contribute, at a point in the agenda where the council allows that to happen. This is a committee meeting which is open to the public, but Councillors are responsible in coming to their own views.

A Resident interjected to say that a letter had been put through her door asking residents to come to the meeting and "have their say" in relation to the Clarendon site. While she felt the agenda was clear and she had no expectation of being able to contribute to the discussion on Long Lane, some members of the public had left the meeting as their understanding was that they would have been able to speak.

The clerk stated that no formal Parish Council letters have been put out to residents regarding the committee meeting. All Parish Council communications would come from the Clerk.

Cllr Brock apologised if residents had been misled but he was sure the agenda had been clear. Cllr Brock thanked the resident for bringing this leaflet to the PC's attention.

22-23/P15 Update application ref 22/02356

125 houses east of Long Lane. *[See separate briefing note 3.]*

Cllr Brock explained that SCDC had decided not to refer the matter to committee but it had not yet made a decision on the application which meant the Parish Council's request to refer to committee, should SCDC be minded to grant permission, seemed to have been dismissed prematurely.

- a) **Proposal:** To authorise the Chair to write to SCDC expressing our concern that the application has not yet been refused given SCDC's decision not to refer the application to committee for decision and to request that it is referred to the committee unless the officer concludes that it should be refused and so refuses the application.

Cllr Lennon proposed and Cllr Mulholland seconded.

Cllr Hobro offered assistance regarding matters in his District Council role.

- b) **Proposal:** To authorise the Chair (or in his absence another member of the Planning Committee chosen by the Chairman of the Parish Council) to appear before any meetings of SCDC or its committees to speak on behalf of the Parish Council

Cllr Lennon proposed and Cllr Mulholland seconded.

Closure of Meeting: 21:36pm



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on
THURSDAY 25th August 2022 AT 7:00 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock (in the Chair), Cllr L Bryan, Cllr J Hobro,
Cllr R Lennon, Cllr S Mulholland and Cllr D Roberts,
IN ATTENDANCE: The Clerk, Mrs Woods (Chair, VHMC) and approx 6 Members of
the public

22-23/P16 Apologies for absence (LGA 1972 s 85(1))

Cllr C Sargeant (Work Commitment)

22-23/P17 Declaration of interest in agenda items (Localism Act 2011 s 31 s33)

a) To receive declarations of interest from councillors on items on the agenda

Cllr Bryan declared an interest in agenda item 22/03046/HFUL as close friends of the applicant.

Cllr Mulholland declared an interest in agenda item 22/03046/HFUL as a near neighbour.

Cllr Baker-Oxley declared an interest in agenda item 22/03046/HFUL as a near neighbour.

Cllr Roberts asked the Chair's advice regarding interest in agenda item 22/03046/HFUL, due to being close friends of her daughter. Cllr Brock stated that it was matter for Councillors to decide, however if Counsellors declared interests to exclude themselves to everyone they know in the village Counsellors would excuse themselves more than not. The emphasis is of proximity of the site and family relationships. Cllr Roberts decided that she would stay for the agenda item 22/03046/HFUL.

b) To receive written requests for dispensations for disclosable interests (if any)

There were none.

Cllr Brock made some introductory remarks, primarily addressed to councillors, stating that as a meeting of the Planning Committee of Fowlmere Parish Council, there is a need for an orderly meeting. In his view, the last meeting suffered from interruptions, not by members of the public, but by councillors, while other members were speaking, including Councillors making several statements on the same agenda item. He felt the informality of the meeting did not make for good conduct at the meeting. There have been a number of comments made by members of the public, and he proposes that meetings will need to be conducted with a greater measure of formality. He reminded Cllrs that under the standing orders, councillors are permitted to speak once on any motion, they are entitled to speak for no longer than 5 mins, it is good if speeches are not repetitive (not stated in the standing orders), and they also say that offensive or improper conduct can result in the offending Cllr being removed from the meeting.

Cllr Brock hopes to have a constructive and orderly meeting. To make sure of this and that Cllrs are heard when wanting to speak, remarks are to be made through or to the chair, and to allow this Cllrs should raise a hand.

22-23/P18

Public Participation Session (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 Chairman. In accordance with the committee's terms of reference contributions are limited to 5 minutes per person. The total time for this agenda item is limited to 15 minutes in total unless directed by the chairman.
- There is an obligation on the committee to make sure that comments received in advance of the meeting, from any relevant parties, for the planning applications are considered at the meeting.
- *Explanatory Note (not forming part of the agenda). Following recent experience at Council and Planning Committee meetings public comment on planning applications which are on the agenda will be invited at this point. Any applicant wishing to speak should do so at this stage, normally prior to other members of the public. This item is not however limited to planning applications. Normally, prior notice of questions should be given to the Clerk.*

Cllr Brock stated that partly due for the need of an orderly conduct of the meeting, we have been looking at the Public Participation sections of other Parish councils agendas. The council do wish to hear the public's views regarding planning applications. This evening, and in future on an experimental basis, comments will be invited at this stage for any agenda items, not just planning applications. The comments to be made on Planning applications should be made now, with it being up to Cllrs to take these matters into account.

Cllr Roberts stated a couple of residents had mentioned to her that they had emailed comments in advance and asked if their views would be heard.

Cllr Brock was aware of two emails from parishioners, with one parishioner's husband present in the room to speak. The other email, was received at 18.29 this evening. The sender had asked the email to be read out. Cllr Brock noted that if a chairman of any of the committees and council is required to read out all emails received this would take up a great deal of the time. Cllr Brock said he will read this email as the terms of reference for this committee state that "members of the committee must take into consideration written comments from residents and members of the public". On this occasion the lateness of the email had not allowed for the comments to be circulated but the council needs to have consideration on how to manage this going forward.

Public session commenced @ 19:08

- 1) A parishioner sought to move that item 22-23/P21 (22/02870/OUT Land South of 86 Chrishall Road), Fowlmere be removed from tonight's agenda on the grounds that SCDC Planning Committee have not ruled on the legitimacy of the S106 financial considerations presented by the applicant. The applicant had until today to provide answers to questions put to him on 18th August by a SCDC Planning Officer, which will need to be checked by SCDC Planning Officers before they can be considered with this application. The deadline to supply information had elapsed today.

Cllr Brock explained to the parishioner, that as he is not a member of the Parish Council, he cannot move a motion.

- 2) Mrs Woods, (Chair, VHMC) said following on regarding S106 considerations from the Chrishall Road application, the Parish Council had not been in contact with the Village Hall about items placed on the S106 proposal. She stated the PC should have the courtesy to discuss items mentioning the village hall with VHMC. She had mentioned to the Chairman (of full Council), previously, that they'd like to add the re-surfacing of the rear car park at the Village Hall to the list.

Cllr Brock asked for clarification whether the VHMC welcome or reject the proposals for the village hall put forward by the applicant for the 15 self build houses.

Mrs Woods stated that the VHMC, reject having a shop, reject having a zip wire & reject having a teenage shelter as we know from past experience the trouble that causes. The VHMC lease the land from the Parish Council, but the running of Village Hall is by the trustees of the VHMC and nothing to do with the Parish Council.

- 3) Email from a parishioner as they were unable attend (read out later in section 22-23/P21a)
*"I, unfortunately, will not able to attend to attend this evening's meeting as I have a close relative who is very ill in hospital. I'm due to visit her this evening.
I understand that there will be an opportunity for local residents to speak this evening and if possible, I would like to make my feelings known, in relation to the proposed application of 15 self-build dwellings to the south of Chrishall Road. My understanding is that this planning application has already been refused, fairly recently, by the Planning Officers at SDDC. I am left bewildered as to why the FPC are entertaining any form of discussion with Mr Blundell and I believe in doing so, we are sending the wrong message. I have spoken with Michael Sexton, Katie Christodoulides and their colleague, Jenny Nuticombe who works in their policy team. All three members of staff, have confirmed that this proposal will not be supported because it is outside the village framework, it will change the character of the village and it's not sustainable. Their position is unlikely to change, if this case goes to appeal, for the same reasons.
We really do need to make our position very clear...that we stand united with the decision made by SDDC and in my opinion, we (at this stage) should not be entertaining discussions with them. I was also rather surprised that at the last meeting, his offer of £800,000, was not immediately*

squashed as being wholly inappropriate. This really does show the true character of a man, who is prepared to go to great lengths to gain local support, with the clear intention of overturning his refusal.

You may be aware that there is a great deal of worry and unrest amongst villagers, around the volume of interest shown by speculative developers in our lovely village. We and your committee must do everything we can, to preserve its heritage and our beautiful surrounding landscape.

Opening the door to one developer, will undoubtedly open the gateway to many more and I have witnessed this personally, whilst living in Buntingford, Hertfordshire. This was a small rural community, which has now been engulfed with new development.

I hope that we can rely on your team to make sensible decisions in our best interests David.

I hope that you have a productive and 'trouble free' meeting".

Public session closed @ 19:14

22-23/P19 Minutes of Previous Meeting

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Planning Committee Council meeting held on 2nd August 2022

Cllr Roberts noted a minute on page 10 "She does not have confidence in the Parish Council representing the village going forward", and believes she did not say the comment and would like the minute removed.

Cllr Mulholland & Cllr Baker Oxley both believed that to be a true minute of what was said at the meeting.

Cllr Roberts said she was concerned about a comment not mentioned in the minutes, made by Cllr Mulholland stating he would bet her £100 that the Self Build application, would be won at appeal. She stated it was a serious comment and made note that members of the public have mentioned it to her.

Cllr Bryan said that while she had not been at the meeting, she had heard about the bet.

Cllr Baker-Oxley said she did not think it was wise for Cllrs who had not been in attendance to rely on hearsay.

When asked by the Chairman, Cllr Mulholland stated that while he did make the comment, it was because he had become frustrated that Cllr Roberts had cut across him speaking, which he said she often does, which he felt was disrespectful and against standing orders. He had risen to this by making a throwaway £100 bet for her favourite charity that he believed this application would be won on appeal. He apologised if the comment had caused offence.

Cllr Roberts, after being asked by the chairman, requested a comment be added to the minutes stating that Cllr Mulholland had made the bet.

Cllr Hobro, felt that minuting this comment was pedantic, that Cllr Mulholland was making a strong point at the meeting that he was confident that the application would win at appeal. The council minutes the gists of points that are made.

Cllr Bryan stated this could be construed as standards dropping to an unacceptable level and that it was important for this to be correctly minuted.

When asked by the Chairman, Cllr Hobro suggested wording that Cllr Mulholland expressed the strong view that, if rejected by SCDC this application is very likely to be won on appeal.

Cllr Baker-Oxley was happy with Cllr Hobro's wording, but thought we might put in brackets "the bet" as it shows the nature of the meeting.

Cllr Roberts (in right of reply) stated if the PC are minuting exact words for one councillor, exact words for others should be minuted too.

Cllr Lennon suggested if Cllr Mulholland's comment was to be minuted it should state that the bet was for a charity.

Cllr Brock requested that Cllr Hobro **propose** his amended wording: "Cllr Mulholland expressed a strong view, that if this proposal were rejected by SCDC it would succeed on appeal."

Cllr Collinson Seconded.

3 Cllr voted in agreement. Cllr Roberts and one other voted against. 3 Cllr Abstained.

Proposal: to accept the amended minutes as stated.

Cllr Collision proposed. Cllr Lennon Seconded.

A majority of Counsellors agreed the minutes (5 Cllr in agreement: 2 Cllr against)

22-23/P20 Matters arising not covered in the agenda

There were none.

22-23/P21 Planning Applications *[application numbers are clickable links]*

To decide the Parish Council's response to the following planning applications and to authorise both the Chair and Vice-Chair of the Planning Committee to draft and finalise the Parish Council's submissions

- a) [22/0870/OUT](#) Land To The South Of 86 Chrishall Road, Fowlmere.

Outline planning application for 15 No. self-build dwellings, with details pursuant to access and layout, and all other matters including appearance, scale and landscaping reserved for subsequent approval. To include an update on questions submitted to SCDC following the Planning Committee meeting 2nd August and discussion on response to the application.

Cllr Brock reminded Cllrs that at the last meeting the applicant put forward additional S106 proposals, which were circulated with this meetings documents. At that meeting it had been decided to ask SCDC whether these proposals met the policy and legal tests for Section 106 agreements. Cllr Brock, e-mailed SCDC and they informed him another person had already raised a similar matter and they will contact the applicant in relation to those matters. The applicant responded in a letter dated 24th Aug which the council received today. Cllrs should note that the offer has changed (*see appendix*).

The question before the council is whether to support, be neutral or object to the application, and our thoughts about items in the Section 106 offer.

Cllr Brock suggested that the council's position be that the PC objects to the application as it lies outside the village envelope and is not in accordance with the local plan. Should SCDC be minded to grant permission he suggests a number of comments to be made.

- 1) That the PC support the concept of the self build housing.
- 2) That the PC support the proposed S106 contributions in the letter dated 24th Aug, but the PC expresses no view whether those contributions meet policy or legal tests.
- 3) That the new footpath on Chrishall Road be on both sides of the road.
- 4) That the design guidelines from the design and access statement should be amended to allow innovative design, in particular the building areas shown on the plot passports, should not be building footprints but instead there be a floor space limitation.
- 5) A system for avoiding poor design should be secured. It is not adequate leave that aspect to reserved matters because control at that point is relatively limited.
- 6) The section in the design and access statement on design is not clear on the content of the materials palette or the treatment of walls and roofs.

Cllr Collinson said he is on the self builds register himself but does not believe that this site is good for Self Builds or for the village, but should it go ahead, the points the Chairman has covered above should be put in place. SCDC are falling short of the self builds they are legally meant to provide and we should make sure that the village is totally covered.

Cllr Roberts, said it is outside the village envelope, and does not comply with policies. The housing needs survey suggested there were 7 local families in need of self builds, but they would still be expected to be within the village envelope. She said she has looked at the two lost appeals, Gamlingay is a large sustainable village where there had appeared a need. She had spoken to SCDC planners, regards whether the self builds policy overrides the local plan, and was told it does not, but it is a material consideration.

Cllr Brock asked Cllr Roberts if there was anything else to put into the representation letter.

Cllr Roberts was concerned about the extra money that was put forward before and in the new letter today. More information would be needed regarding a shop, its location, the costings, and feasibility. She was content that the wording in point 2) of the comments above covered the points. Cllr Mulholland said, in terms of suggestions or alterations should the application be approved, he feels it would be of benefit if the National Speed Limit/30mph sign was to move to just before the pumping station bridge pinch point, which would improve safety and benefit the village. Perhaps, like on London Road towards Flint Cross, the limit would need to step down to 40 then 30 to suit Highways.

Cllr Mulholland stated he has trouble with this site. His conclusions from information read is this will probably pass at appeal. Based upon that, he feels PC should think about how to best represent the interests of the village. The data from the housing needs survey suggests that the 32 affordable homes (*a previous application*) would have been a better use for the site. He supports Cllr Brock's list especially that of pavements on both sides of the road.

Cllr Bryan asked that as the roads wouldn't be adopted, who would be liable for maintaining the upkeep and also for the maintenance of the play equipment and grass cutting.

Cllr Brock stated the default position on roads is the land owners, and a management company would be set up, for maintenance in other areas.

Cllr Collinson, asked that if a management company was to be involved then that should be part of the objection of the application. He also said that while he agreed with the idea to move the speed limit he thought this was not something Highways would accept.

Cllr Roberts agreed with the concerns about adoption of the road and referenced Cassander Close which did not get adopted and is an expense for its residents. If this was to be passed, could we ask that the road be up to adopted standards to avoid issues going forward.

Cllr Bryan, asked regarding stopping the future development on the site in particular the woodland area.

Cllr Brock stated he would expect SCDC to put conditions in place to deal with future developments although you cannot stop someone putting in an application which would be considered in the normal way.

Cllr Mulholland thought it was proposed that the wooded area would be classified under a TPO, and if not can this be requested.

Cllr Roberts proposed that PC objects to the application with suggestions put forward as discussed. Cllr Collinson seconded.

4 Cllr in agreement; 3 Cllr abstentions

Cllr Brock said for parishioners benefit, an extension was asked for from SCDC planners for FPC to respond to this application to 22nd September (*the next Planning meeting*), putting in the FPC comment on 23rd Sept. We were informed the current decision timeframe expires on Monday 25th Sept. Therefore, if the PC was not able to submit their representation until the 23rd, we would be expecting the planning officer to read, digest and amend their thinking over the weekend which is not reasonable. Therefore, in able to influence this decision it was important the PC get its views in without further delay.

Cllr Mulholland left the meeting, because of other commitments @ 20:02

He stated that in reference agenda item **22-23/P22**, he fully supports the draft proposal that has been circulated.

b) **22/03046/HFUL** 78 Chapel Lane, Fowlmere, SG8 7SD [24th August]

Part Single, Part two-storey front extension, single storey rear extension, first floor side extension. Rebuild the top 11 courses and extend the height of the wall by 375mm to 1.8m and the erection of a 1.8m garden wall to the south-west side of the house (re-submission of 21/04631/HFUL). [Note that plans were recently amended and time extended to 2 September.]

Cllr Bryan & Cllr Baker-Oxley left the room.

Cllr Brock noted that this is a new application, which was attempting to address the previous reasons for refusal from SCDC. Cllr Roberts agreed, stating the PC did not object to the previous application, but noted that the PC may see more planning applications such as this with parishioners building rather than moving. She asked if there were any neighbours' representations. Cllr Hobro noted that one comment from a neighbour had no objections, but raised concern about the extra traffic and noise levels during construction, and would like a traffic management plan to monitor traffic and deliveries during the build.

Cllr Roberts stated she can understand these comments due to the development being on the corner.

Cllr Collinson also recalls a neutral stance, and does not think there has been much material change and proposes a neutral stance.

Proposed a Neutral Stance, raising concerns about traffic management.

All Councillors agreed.

c) **22/03341/FUL** RSPB bird reserve Mill Lane [7th September], installation of new sluice and culverts, new pools and islands, new ditches and a deeper channel across the existing mere, 2 no. new viewpoints and edges of some existing pools and ditches will be re-profiled to enhance their value to wildlife.

Cllr Collinson stated that the plans are positive and well thought out, he stated the Bird reserve is great for the village, with increased footfall to village businesses from the Bird watchers and dog walkers etc.

Cllr Collinson proposed to support the application, Cllr Roberts seconded
All Cllrs in agreement.

22-23/P22 Greater Cambridge Local Plan Call for Sites

Request from Greater Cambridge Planning (GCP) for supplementary input from Parish Councils see briefing note from the Chair of FPC Planning Committee accompanying the agenda .

Proposal:To approve the draft submission accompanying this agenda in response to the SCDC request.

Cllr Brock, stated that this draft proposal was put together by the working party. SCDC had asked for factual information on the new sites. He had also made reference to what the PC had said on the recently refused 125 house proposal as the officers looking at this may well be different.

Cllr Hobro thought the report was very thorough and supported the reply. Others agreed.

Cllr Brock thanked to Cllr Baker Oxley and Cllr Collinson for their support and input with gathering the information.

Cllr Collinson proposed support and submission. Cllr Bryan Seconded
All Cllrs in Agreement

Cllr Roberts asked Cllr Hobro if there has been any mention at SCDC of any appeal regarding the 125 Houses on Long Lane.

Cllr Hobro stated he had not heard, but would check.

Cllr Brock noted that Clarendon had accepted the date of Thursday 22nd September. The format would be similar as before with a public meeting followed by a PC Planning Committee Meeting afterwards.

Closure of Meeting: 20:12pm



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on
3rd October 2022 AT 8:39 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock (in the Chair), Cllr L Bryan, Cllr J Hobro,
Cllr S Mulholland, Cllr D Roberts and Cllr C Sargeant

IN ATTENDANCE: The Clerk, and approx 8 members of the Public

22-23/P23 Apologies for absence (LGA 1972 s 85(1))

Cllr R Lennon (Personal Commitment)

22-23/P24 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

22-23/P29 j) [22/03922/HFUL](#) Cllr Baker-Oxley

22-23/P29 k) [22/03821/HFUL](#) Cllr Baker-Oxley

b) To receive written requests for dispensations for disclosable interests (if any)

There were none.

c) To grant any requests for dispensation as appropriate.

There were none.

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

22-23/P25 Public Participation Session (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 committee's terms of reference contributions are limited to 5 minutes per person. The total time for this agenda item is limited to 15 minutes in total unless directed by the chair.

There were none

22-23/P26 Minutes of Previous Meeting

a) **Proposal:** That Fowlmere Parish Council agree the minutes of the Parish Council Planning Committee meeting held on 25th August 2022

Cllr Collinson Proposed, Cllr Roberts Seconded
All Councillors Agreed

22-23/P27 Matters Arising not covered on the agenda

There were none

22-23/P28 Discussion by Councillors following Clarendon Presentation at public meeting

A discussion was had surrounding the presentation by Clarendon including:

- that the proposal would not pass current policy, but if future policy was to change the developers would consider putting in an application, and how this would have a domino effect on applications for the neighbouring land.
- that the location of the field was a concern, regarding the high water table, being an unofficial wetland, and the close proximity to the RSPB Nature Reserve.
- concerns were raised over the amount of concrete (not environmentally friendly) that would need to be used for the foundations to mitigate the the problems of the high water table would present.
- Cllrs believe there are better sites for development.
- the Parish council needs to be alert to the development of the new local plan.

22-23/P29 Planning Applications *[application numbers are clickable links]*

To decide the Parish Council's response to the following planning applications and to authorise both the Chair and Vice-Chair of the Planning Committee to draft and finalise the Parish Council's submissions

Please note that any applications received following the issue of the agenda will be considered.

a) [22/03406/OUT](#)

Land North Of Field Side Thriplow Road Fowlmere (Triangle 2): Outline application for the development of up to 9 self and custom build dwellings, with all matters reserved except access, along with all ancillary works.

Cllr Brock put forward comments below:

Thriplow Hummocky Field (SSSI Site) the other side of the site, part of this site being within the SSSI Impact zone.

Vagueness of the design code, energy statement had a good thermal envelope, with a positive use of Air source heat pump, but he questioned the lack of solar, with other proposals within the application that need to be secured.

Biodiversity Net gain statement shows a loss of 21% poor and 60% moderate grass land, but no compensation proposals.

Feedback from Ecology officer - no Consultation with Natural England as yet,

Feedback from - Highways Dept unhappy with access.

Trip generation figures improbable.

A discussion was had regarding this application including:

- The application being outside the village envelope
- lack of pavements and pathways surrounding the site, and the safety of pedestrians.
- the link between the original "Triangle 1" site and this application, where the sites are not joined.
- the 2020 housing needs survey (which is lodged with SCDC) and the need and hope in the village for affordable housing.
- the number and severity of road traffic collisions that have occurred at the crossroad junction of Thriplow Road and Fowlmere road.
- The potential remodelling of this junction to improve safety.

Cllr Hobro mentioned that despite the previous self build appeals that have been won, the SCDC Policy on Self builds has not changed.

Motion to oppose this application putting forward the points discussed above

Cllr Mulholland proposed Cllr Roberts seconded

All Councillors agreed.

Resolved: All Councillors agreed for The Chair of planning to oppose the application and add comments discussed this evening.

b) [22/03566/S73](#)

Pennwood Long Lane Fowlmere: S73 application to remove condition 11 (Southern Boundary Barrier) of planning permission 21/02843/S73 (construction of one dwelling)

Discussion had regarding the wall to be constructed.

Highways have commented

Motion to propose a neutral stance, allow highways and SCDC to make decision.

Cllr Roberts proposed and Cllr Collinson Seconded.

All Councillors agreed.

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance.

c) [22/03769/ADV](#)

Ion Science The Hive Butts Lane Fowlmere: Installation of 1no. flagpole, 8m high, with the Ion Science logo and 1no. flagpole, 8m high, with the "Queens Award" logo

A short discussion was had regarding Ion Science receiving the Queens Award, and employing staff, bringing people to the village.

Cllr Collinson proposed support for this application.

Cllr Bryan seconded

All Councillors agreed.

Resolved: All Councillors agreed for The Chair of planning to write in support the application and add comments discussed this evening.

d) **22/03711/FUL**

Ion Science The Hive Butts Lane Fowlmere: Installation of a temporary portakabin ultima building to be used as an office for a period of 104 weeks.

A short discussion was had in support of the portakabin on site for 2 years whilst building work commenced on the new building.

Expansion has happened faster than expected

Cllrs would like it noted that the portakabin should be removed at the expiry of the 104week period.

Cllr Collinson proposed support for the application

Cllr Mulholland Seconded

All Councillors Agreed.

Resolved: All Councillors agreed for The Chair of planning to write in support the application and add comments discussed this evening.

e) **22/04146/PRIOR**

Deans Farm Long Lane Fowlmere: Change of use of agricultural building to 1No. dwelling house.

Discussion was had regarding:

- Turning half of the barn to a dwelling, under general permitted development.
- Only possible objection is if the application is impracticable or undesirable, or with design or natural light issues
- Application is for a family member
- Will other half of the barn become a dwelling as well?
- Could be more sympathetic to near neighbours rather than a commercial building
- Prior approval system discussed regarding local governments hands being tied.
- Aesthetics will improve from barn to house especially if family members reside.

Motion to propose a neutral stance.

Cllr Collinson Proposed, Cllr Mulholland Seconded

Majority Agreed.

Resolved: Majority of Councillors agreed for The Chair of planning to write to express a neutral stance for the application and add comments discussed this evening.

Cllr Baker Oxley left the meeting @ 21:17

j) **22/03821/HFUL**

Briarwood High Street Fowlmere: Detached car port to the rear.

A brief discussion was had with the car port being tucked away behind the house.

Cllr Sargent proposed neutral stance Cllr Collinson seconded

All Councillors Agreed

Resolved: All Councillors agreed for the Chair of planning to take a neutral stance and add comments discussed this evening.

k) **22/03922/HFUL**

48 Chapel Lane Fowlmere Cambridgeshire: Roof conversion with increased ridge and eaves heights and associated infrastructure. Resubmission of 21/04872/HFUL

Policy of this council is not to comment on a current councillors application however Cllr Brock mentioned that 2 applications ago, the council made comments about the application when the

applicant was not a Cllr. This current application was made to address the deficiencies of the previous application.

In response: To explain to SCDC the FPC policy in cases such as these is not to comment but that out of an abundance of caution it draws attention to its responses to two previous applications made when the applicant was not a councillor.

Cllr Roberts proposed, Cllr Sargeant Seconded
All Councillors Agreed

Resolved: Majority of Councillors agreed for The Chair of planning to write in with comments made above.

Cllr Baker Oxley rejoined the meeting @ 21:22

The Following applications are for information only.

It was proposed by Cllr Brock that in future any **information only items** received from SCDC will not be added to the agenda.

In discussion it was said that it can be useful to have these on the agenda so as to keep councillors and members of the public informed. In light of the discussion it was decided to retain "For Information" items.

f) **22/03673/CL2PD**

For Information Only - 10 Ryecroft Lane Fowlmere Cambridgeshire:
Certificate of lawfulness under S192 for Single Storey Rear Extension

g) **21/04874/CONDA**

For Information Only - North Farm, North Farm House Long Lane Fowlmere:
Submission of details required by condition 5 (Soft Landscape works) of planning permission 21/04874/HFUL

h) **22/0994/TTCA**

For Information Only - Old Barn House High Street Fowlmere
T1: Mature Laylandii - remove to ground level and replace with a native broad leaved species in a more suitable location
T2: Laylandii bush - remove to ground level
T3: Conifer - remove to ground level and replace with an Apple tree in a more suitable place
T4: Conifer - remove to ground level and replace with a Cherry tree in a more suitable place

i) **20/02003/CONDA**

For Information Only - Deans Farm Long Lane Fowlmere: Submission of details required by condition 4 (Surface Water) of planning permission 20/02003/FUL

Meeting Closed at 21.25

Any business to be considered for inclusion on an agenda must be delivered to the Clerk at least 7 days prior to the meeting date.



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 11th Oct 2022 AT 7:30 PM

PRESENT: Cllr D Brock, Cllr L Bryan, Cllr P Collinson, Cllr J Hobro Cllr R Lennon, Cllr S Mulholland (Chairman)

IN ATTENDANCE: The Clerk, a representative of the Village Hall Management Committee (VHMC) and approx 6 members of public.

22-23/63 Apologies for absence (LGA 1972 s 85(1))

Cllr R Baker-Oxley (personal commitment), Cllr D Roberts (illness), Cllr Sargeant (absent)

22-23/64 Declaration of interest in agenda items (Localism Act 2011 s 31 s33)

There were none.

22-23/65 Minutes of Previous Meeting

- a) **Proposal:** That Fowlmere Parish Council here with agree the minutes of the Parish Council meeting held on 26th July 2022

The draft minutes were reviewed and agreed as an accurate and representative account of the business of the meeting. Minutes were signed by the Chairman.

Cllr Collinson Proposed, Cllr Hobro seconded, All Agreed.

- b) **Matters arising** from those minutes not covered in this agenda.

Planning Application 22/02870/OUT Amendment including Revised access and visibility splay plans, ecology information, response to drainage comments.

Proposal to allow Cllr Brock and Cllr Collinson to make comments on the amendment, the Councils stance on the application does not change.

Proposal by Cllr Mulholland Seconded by Cllr Lennon

22-23/66 Clerks Report ([click here](#))

Main points

- AGAR had been submitted and returned by external auditor. No comments were received. Information has been placed on the notice board regarding this.
- Operation London Bridge. The Clerk had liaised with Church Wardens. The PC and Church response had been inline with govt advice.
- The Chairman requested the council minute thanks to the Clerk and the Church wardens for their work on Operation London Bridge, and also to thank Jeremy Pymmer & Barry Jones for Tolling the church bell as appropriate. Cllr Hobro said we should also minute thanks to the Chairman for his work on London Bridge.

Actions completed:

22-23/59 Liaise with Cllr Collinson and Sergeant regarding Land Ownership. Shelford Tree Services quoted, agreed and Tree removed, with associated TPO paperwork completed.

22-23/61 Clerk ordered, received and arranged for the Butts football nets to be installed regarding trees and hedges along Chapel Lane, since the meeting these hedges have been cut.

Actions carried over:

22-23/36f Clerk to contact parents/school to join a working party to support with the play equipment inspection - speak to Head in September.

22-23/42 Clerk to liaise with Tree officers when date is set for Network Power to cut trees near the Butts, original date cancelled new date as yet to be arranged.

22-23/67 Committee Meeting Minutes

- a) **Proposal:** To receive the minutes of the Planning Committee (4th Aug 2022)

- b) **Proposal:** To receive the minutes of the Planning Committee (25th Aug 2022).

Proposed Cllr Mulholland seconded Cllr Lennon

All Councillors in agreement to accept the minutes above.

22-23/68 County Council update ([click here](#))

including questions, updates and progress regards the 915 bus service

Conversations are ongoing surrounding 18 bus routes Stagecoach were cutting.

It was noted that the 915 bus is a lifeline to many in surrounding villages.

The Mayor and Mr Bellamy at the combined authority are working hard to find new providers.

A new LHI process had been put in place with a faster process for smaller schemes, such as MVAS units or signage, and to allow more time to looking at bigger schemes. There is also a separate budget for 20mph schemes.

22-23/69 District Council update ([click here](#))

915 Bus - The District Council was also involved in efforts to save the bus routes.

Planning compliance - a new system was now in place regarding compliance with planning. Queries are logged with the system, queries easily tracked.

Community Chest Grants - small grants are available for voluntary organisations to apply. The Village Hall has recently been awarded a grant.

The District Council is to trial a 4 day working week at SCDC January - March 2023. SCDC is the first local government to trial this, citing successful trials in many office based organisations, improving working conditions and retaining or improving productivity. The focus of the trial will be the Key performance indicators and how they are affected.

Scams around the energy bill support schemes were in evidence.

Action Cllr Hobro to find Graphic on Scams to share on Social Media

Cllr Hobro was asked if the reduction in working days would also mean a reduction in salary and would the working hours be the same. It was confirmed that the number of hours worked in a day would remain the same, across a four day week but the pay is the same.

22-23/70 Village Hall Report

- VHMC had to postpone AGM due to COVID, re-arranged to Thursday 27th Oct.

- Asked if there was any news of the signs for the scooter park. Cllr Mulholland had received the signs that morning and would put them up when he has time.

- Question from a parishioner, asked why the lights in the Car park were turned off and was concerned regarding Health and Safety.

22-23/71 Community Led Plan report - [click here](#)

- Cllr Baker Oxley had spoken to Emma Dyer at SCDC lead on community led plans, has received local community led plans, had a meeting with Heydon and those involved with their Community Led plan.

- Putting together a meeting with residents who had responded to the advert, looking at the structure, and initial scope before going forward with further public participation.

22-23/72 Open Forum for Public Participation (*not to exceed 15 minutes*)

A Parishioner asked about the Pipers Close/Chrishall Road junction, referencing a recent accident, if the grips could be re-cut to hopefully avoid standing water.

Cllr McDonald, will look at re-cutting the grips ASAP, as they have done in Thriplow, plus re-painting of the lines.

Action: Chairman to liaise Cllr McDonald regarding Grips in Chrishall Road.

The parishioner also asked if Chrishall Rd could now be included in the 20mph zone given that the new Shaw Close meant houses were now on both sides of the road.

Cllr McDonald advised to put in LHI bid to reduce the speed along Chrishall Road, to reduce the speed limit to 20mph

Action: Cllr Collinson, Cllr Lennon, Cllr Bryan, Cllr Hobro to liaise regarding a survey from the Chapel up to Chrishall Road, for evidence of local support to prepare an LHI application.

22-23/73 Road safety

a) Project Edward 20th October 2022

The Speedwatch session planned as part of Project Edward (Every Day Without A Road Death), had been postponed due to the period of national mourning. It has been rescheduled to 20th October.

The Speedwatch monitor is still being repaired. Awaiting update as to when the monitor will be returned to FPC from the manufacturer.

Cllr Collinson to leave speed watch sign on Long Lane, organise battery rotation.
When sign is moved Bluetooth Data needs to be downloaded.

b) Items reported to CCC Highways (*Items can be reported by any Cllr by [clicking here](#)*)
The Clerk had reported the NSL signs on Thriplow Road going out of Fowlmere.
Cllr Mulholland had reported a blocked drain on High Street.

22-23/74 Reports from meetings attended and/or training attended.

The Clerk, had attended the finance courses from CAPALC, VAT for unregistered Councils, Budgeting for Clerks and Finance Staff - will be useful when setting the Precept.

The Clerk attended a SLCC Agendas and Minutes Course - very useful there already has been some changes and will be some further changes to help meetings run smoothly and efficiently.

The Clerk attended the CAPALC AGM - focussed on the support through Courses, the support line, but looking forward there will be an increase in the Subscription for next year of approximately 5%. The Clerks is booked on Courses relating to the Accountancy Software Scribe, VAT, Data Entry and Bank Reconciliation that is all free but relates to how to use the software.

Cllr Collinson attended Police Course focussing on ATM thefts in South Cambs - cause a diversion one end of the county, come down to South cambs and stolen ATM's. Relevant to the community relying on cash. Will attend further if they are relevant to the community

Cllr Mulholland attended a meeting about the 915 bus in Royston - people attended from local villages.
Cllr Mulholland had written to The Mayor about the 915 on behalf of the PC.

It was suggested the Mayors Postal address be made available for residents to raise concerns with.

Action Clerk to put Mayors Postal Address in notice board

22-23/75 Amendment to Planning Committee Terms of Reference

Proposal: To reword paragraph 8 as follows.

The Planning Committee has an obligation to ensure that any comments received prior to the meeting from any relevant parties, applicants and/or objectors, for planning applications are considered at the meeting. Comments must be received by the Clerk at least 48hrs prior to the meeting to allow for circulation to councillors.

A brief discussion was had regarding accessibility. It was noted that all our meetings are open for the public to attend and parishioners are encouraged attend. Written comments are welcome but very late notice ones could put unfair pressure on the Clerk.

Proposal Cllr Brock Seconded Cllr Collinson all in favour.

22-23/76 Policies and Procedures

a) **Proposal:** To adopt grant applications policy (*circulated in advance*)

Proposed by Cllr Mulholland, Seconded by Cllr Brock

All in favour

b) **Proposal:** To adopt credit card use policy and procedure (*circulated in advance*)

Proposed by Cllr Mulholland, Seconded by Cllr Collinson

All in favour

c) **Proposal:** To adopt communications policy (*circulated in advance*)

Proposal Cllr Mulholland Seconded Cllr Collinson

All in Favour

d) **Proposal:** To adopt social media policy (*circulated in advance*)

Discussion was had around freedom of speech and subjectivity.

It was noted that as councillors we should set a good example and much of this is already covered in the code of conduct. It was felt further consideration would be needed.

e) **Proposal:** To adopt complaints policy (*circulated in advance*)

Proposed Cllr Mulholland Seconded Cllr Collinson

All agreed

22-23/77 Active Travel Strategy Consultation

Proposal: To review and submit responses

It was agreed that the council agreed with the vision of the strategy.

It was noted that all parishioners can also participated in the consultation as well as the Parish Council. A Discussion was had regarding the cycle networks. A suggestion was made to make a more coherent network, a comment on Question 10 could be made - Cllr Hobro to liaise with Clerk about wording.

Proposal for Cllr Hobro, Cllr Collinson

Majority in agreement.

22-23/78 Melbourn Greenway Consultation

Proposal: To review and submit responses

It was agreed that the council agreed with the vision of the strategy.

Discussion was had surrounding the wide 3m (wide) Greenway, linking in with other Park and ride/Travel hub schemes to complete the route.

Change to priorities at junctions was welcomed.

Improvements from Melbourn to Royston were welcomed including a bridge over the A505

Concern was raised regarding the shared use of the path, but standards are being maintained across the county and a segregation will happen if the need arises, but costs is an issue.

It was hoped that thought would be given to cycleways between secondary schools and the villages they serve.

Cllr Hobro to draft PC Response

Proposed Cllr Brock Seconded Cllr Collinson

All in Favour.

22-23/79 Civility and Respect Project and Pledge

Proposal: To consider adopting the Civility and Respect Pledge.

This pledge requires all councillors to undertake training on the current code of conduct and the council to adopt a Dignity at work policy (currently under review)

All Cllrs who had not yet done this training agreed to do so.

Action Clerk to send out dates / details of the Training

Action Cllrs to attend training.

22-23/80 Probate Solicitor Update

The Parish Council has been left £212,349.29 by Mr Ronald Arthur Ward in his will and all agreed this was an enormously generous gift. Mr Ward had been born and lived in the village before retiring to Yorkshire.

Advice from CAPALC suggested creating an earmarked reserve for the money.

The will had requested the Interment of Mr Wards ashes in family plots at Fowlmere Cemetery which the Clerk was organising with Newlings and would write to the other beneficiaries from the will to inform of the arrangements so they might attend if they wished.

It was suggested to use of the Community Led plan survey to ask parishioners about projects they may want the PC to consider in supporting.

Mr Ward would be remembered with great thanks.

Proposal: to transfer money to building society/ Unity higher interest account while consideration is given to how funds are earmarked.

Proposed Cllr Brock Seconded by Cllr Bryan

All in Favour

22-23/81 Finance and General Purposes

a) **Proposal:** To resolve continue using a centrally procured external auditor as recommended by CAPALC via Small Authorities Audit Appointments LTD.

Proposed by Cllr Mulholland Seconded by Cllr Brock

All in favour.

b) Section 137 Grant Applications

- RBL Wreath for Remembrance Sunday.

Proposal: To pay for a Parish Council Wreath as in previous years (£60).

Proposed by Cllr Mulholland Seconded Cllr Collinson

- Friendship Club donation request.

Proposal: To consider request for £250 towards Friendship Club Christmas Meal.

Discussion was had surrounding the number of people this would support with reference made to the amount of use that the food bank is having at the moment and how general support is needed.

While not penalising those who have asked for support and have been supported in the past, the PC should also be looking to help more people in the community.

It was noted that the friendship club is open to all.

It was suggested that the Christmas meal to be advertised more widely for the community.

Request for £250 for the Friendship Club Christmas meal, and to encourage the friendship club to advertise the Christmas meal to the wider community

Proposed Cllr Bryan Seconded Cllr Hobro

All in agreement

Action Clerk to update Friendship Club and arrange payment.

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

- Careium (Aug) (formerly Eldercare) £42.42 (LGA 1972 s 137)
- Shelford Tree Services - Emergency Tree Work £840.00 (Open Spaces Act 1906 s9-10)
- Clerk salary, NI & HMRC £confidential (Aug) (LGA 1972 s112/111)
- Hardy's Landscapes (grass cutting August) £871.33 (Open Spaces Act 1906 s9-10)
- Ian Wilson (Play equipment maintenance) £198.90
- Clerks travel expenses to County Archive in Ely £27.63 (LGA 1972 s112/111)
- SLCC From One Clerk to another Course (Agendas & Minutes) £72.00
- Clerks travel expenses to Papworth Royal images £19.62 (LGA 1972 s112/111)
- PKF Littlejohn external Auditor £360.00
- Clerks Salary Sept, HMRC [PAYE & NI] (confidential) (LGA 1972 s112/111)
- Direct Debit - Opus Energy (Street Lighting) approx £42.61 Parish Councils Act 1957, s3; Highways Act 1980 s301
- Direct Debit - EDF Energy Cemetery (electricity) £11 Parish Councils Act 1957, s3; Highways Act 1980 s301
- Direct Debit SCDC Cemetery Bin £17.40
- Direct Debit Unity Credit Card £129.83 (Football net, Ink & Stationery)

d) Bills to be paid

- Clerk salary NI & HMRC £confidential (LGA 1972 s112/111)
- Careium September (Formally Eldercare) £41.04 (LGA 1972 s 137)
- Hardy's Landscapes (Grass cutting Sept) £1654.32 (Open Spaces Act 1906 s9-10)
- Red shoes (Payroll Provider) £46.80
- Direct Debit - Opus Energy (Street Lighting) approx £42.61
- Direct Debit - EDF Energy Cemetery (electricity) £11
- Direct Debit SCDC Cemetery Bin £17.40
- Direct Debit - Credit Card £143.89 (Condolence Books & Black Ribbon)
- Shelford Tree Services - work associated with the tree survey. £780
- Agriplant - SSSI's cutting work - £900.00 (2nd half of work)

Proposal: That Cllrs agree to pay the above invoices and bills.

Proposal Cllr Lennon Seconded Cllr Bryan

All Agreed

e) Income

- Amey Cespa Grant £25,000 (Scooter Park)
- Elmhurst Parker £212,349.29 (Probate)
- SCDC £25,415 (Precept)
- £335 (Plot Purchase, Ashes Interment & Memorial)

Proposal: to return to the High interest account the £10,000 used for main account cashflow during the scooter park project

Proposed Mulholland, Seconded Cllr Lennon

All in agreement

22-23/82 Cemetery Management

a) Recent and upcoming interments, memorials and transfers
There had been 1 ashes interment

22-23/83 General Purposes including Trees, Grass and Hedges

a) **Proposal:** To accept quote to lift canopy / tidy trees at The Cemetery (£780)

Proposed by Cllr Mulholland Seconded by Cllr Collinson

All in agreement

b) **Proposal:** To accept quote to lift canopy / tidy trees at The Green / Jacksons Way (£850)

Proposed by Cllr Mulholland, Seconded by Cllr Collinson

All in agreement.

c) Monthly Play equipment inspection

Removed swings and updated Scooter park at the village hall.- add links to website.

Action Clerk to speak to Head at Fowlmere

d) Arrangements for Remembrance survey.

Proposal: To consider the request from church wardens for Parish Council volunteers for 3 Traffic Marshalls - Cllr Collinson and Cllr Hobro volunteered. Cllr Sargeant to be asked.

This year the Remembrance Service will be at St George's, Thriplow which means that the act of Remembrance will be in Fowlmere at 10.05am, in Thriplow at 10.20am and the service at St George's at 10.55am.

Proposal: To consider the Parish Council wreath layer as the chair will be out of the country. Cllr Baker-Oxley agreed to stand in for the Chair.

Action Clerk to contact Rev Ang

e) **Community Gritting Information.**

Proposal: To consider if any parish councillor would like to lead a gritting scheme in conjunction with the county council.

Action clerk to see if there is interest for gritting champion.

22-23/84 Progress of ongoing projects

a) Defibrillator [update] [PC/CS]

Planning Permission application was now ready to go in to SCDC.

Action Cllr Collinson to submit proposal

b) Round Moat Pebble Fund [update] [PC]

Cllr Collinson email round ideas for spending the round moat Pebble fund remaining.

Action Cllr Collinson to email

c) New project ideas

SCDC's Warm Hubs scheme was discussed. Cllr Mulholland had forwarded information about this to the Village Hall and the Church a few weeks ago but had heard nothing back.

22-23/85 Correspondence (list circulated)

Cllr Collinson - Police engaging with farmers to out off the hare courses

Cllr Hobro had looked into the complaint about the 31 Bus. It seemed to be a misunderstanding and is now resolved.

Waze had been in contact regarding updating the maps with the 20mph in Fowlmere. Cllr Mulholland had replied to them.

22-23/86 Agenda Items to be considered at future meeting.

Public Art Work at Shaw Close. Perhaps representative of the village - Mural/statue.

To discuss at a future meeting, look at Budget, and possibly using a Local artist.

Meeting closed at 21:44.



MINUTES OF THE MEETING OF FOWLMEERE PARISH COUNCIL PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall
on **3rd November 2022 AT 7:30 PM**

PRESENT: Cllr R Baker-Oxley, Cllr D Brock (in the Chair), Cllr L Bryan, Cllr P Collinson
(arrived 19:42) Cllr J Hobro, Cllr R Lennon, Cllr S Mulholland, Cllr D Roberts
and Cllr C Sargeant

IN ATTENDANCE: The Clerk

22-23/P30 Apologies for absence (LGA 1972 s 85(1))

None

Before the start of the meeting the Parish Council paid tribute to Lawrence Wragg, former Chairman of Fowlmere Parish Council, who had recently passed away.

22-23/P31 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

22-23/P37/f **22/1125/TTCA** - Cllr Sergeant

22-23/P37/c **22/04500/HFUL** - Cllr Bryan

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.

None were received

22-23/P32 Public Participation Session (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 committee's terms of reference contributions are limited to 5 minutes per person. The total time for this agenda item is limited to 15 minutes in total unless directed by the chair.

22-23/P33 Minutes of Previous Meeting ([Click here](#))

a) **Proposal:** That Fowlmere Parish Council agree the minutes of the Parish Council Planning Committee meeting held on 3rd October 2022

Proposed Cllr Roberts Seconded Cllr Baker Oxley
All Councillors Agreed

22-23/P34 Matters Arising not covered on the agenda

Cllr Roberts asked Cllr Hobro whether any appeal had been made against the refusal of the Croudace application. None Noted.

22-23/P35 Arrangements for meetings of the Planning Committee

Cllr Brock drew attention to the fact that the planning committee now meets as a separate committee rather than convening as a committee during the Full Council meetings. In his view this has worked well, and he therefore proposed to continue to meet monthly. However he would prefer to alternate Tuesdays and Thursdays. It would also be helpful now to pencil in meetings throughout the year, to help with organising other meetings.

Proposal for the Planning Committee meeting to be monthly alternating Tuesday and Thursday.

Proposed Cllr Brock Seconded Cllr Bryan

All Councillors Agreed

Cllr Collinson arrived 19:42

22-23/P36 Shaw Close Public Art Installation [\(Emailed information\)](#)

Approach has been made by Stonewater, the housing association developing this site, to have a Public Art installation at Shaw Close. Public Art was included in the original application, and some discussions had taken place regarding the sculptor/art work, and, to get in touch with South Cambs regarding budget, ideas.

Stonewater would like the work to have some relevance to the village rather than Shaw Close, and examples discussed included iron bench with poppies, or a decorative fence, something that could be used as well as being artistic, linking in with the RAF/US Airforce with Fowlmere's history, also the RSPB. Shaw Close is named after Ivan and Rosemary (Ivan was involved in the PC looking after the cemetery and Rosemary had started the playgroup).

Clerk/Cllr Mulholland to contact Mr & Mrs Shaw regarding bringing in some of their interests.

Cllr Hobro mentioned clarifying the parameters contact developer/south cambs regarding this

Action Clerk/Cllr Brock to contact south cambs regarding parameters and costs.

22-23/P37 Planning Applications *[application numbers are clickable links]*

To decide the Parish Council's response to the following planning applications and to authorise both the Chair and Vice-Chair of the Planning Committee to draft and finalise the Parish Council's submissions

Please note that any applications received following the issue of the agenda will be considered.

a) [22/04134/FUL](#)

22/04134/HFUL - 4 Cambridge Road Fowlmere Cambridgeshire SG8 7QN.

Demolition of an existing conservatory. Construction of single storey rear extensions to the kitchen and to the living room.

Amendment received on 24th October 2022

Cllr Brock drew attention to the failure to complete some helpful formalities such as the requirement to show north on plans and that the design and access statement was not complete. These failures mean that SCDC are required not to "entertain" the application (see s.327A of the Town and Country Planning Act 1990).

Discussion was had surrounding the routine preliminary checks that should be completed by the professional advisors and SCDC.

If these items are not completed, the application should not be looked at by SCDC. Cllr Brock has no concerns with the proposal: it is a densely developed dark site surrounded by trees and he is happy to put forward a neutral stance, but would like to propose to note that there are procedural errors on the application which need to be corrected.

Cllr Brock Proposed Cllr Collinson Seconded

All councillors Agreed.

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance, with a comment on procedural errors on the application which need to be corrected.

b) [22/04193/FUL](#)

22/04193/HFUL - Fieldside Thriplow Road Fowlmere: Side and rear and side extensions and a new first floor. Tidying up of the prior consent already received.

Amendment received on 28th October 2022

It is close to Field House, a grade II listed building. Changes are considered with a much improved appearance.

Proposed by Cllr Collinson, Seconded by Cllr Bryan

All councillors Agreed.

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance

c) [22/04500/HFUL](#)

Cllr Bryan left @ 8pm

22/04500/HFUL - 6 Savile Way Fowlmere Cambridgeshire.

Two second floor windows in frosted glass to the side elevation.

Proposed by Cllr Roberts, Seconded by Cllr Collinson

All councillors Agreed.

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance

Cllr Bryan returned

d) [22/04288/FUL](#)

22/04288/FUL - Erection of new electric substation to serve approved development of 16no. dwellings under planning permission reference 20/01209/FUL.

Previously refused for a noise report, which has been completed.

Proposed by Cllr Collinson, Seconded by Cllr Roberts

All councillors Agreed.

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance

The Following applications are for **information only**.

f) [22/1125/TTCA](#)

For Information Only - 22/1125/TTCA - The Chequers Inn High Street Fowlmere Cambridgeshire SG8 7SR

g) [22/1158/TTPO](#)

For Information Only - 22/1158/TTPO - 19 Ryecroft Lane Fowlmere Cambridgeshire SG8 7TT

h) [22/02885/CONDA](#)

For Information Only - 22/02985/CONDA - RSPB Reserve Mill Road Fowlmere Submission of details required by condition 3 (Tree Protection) of planning permission 22/02985/FUL

From Appendix

i) [22/1229/TTPO](#)

For Information Only - 22/1229/TTPO - 68 Chapel Lane Fowlmere Cambridgeshire SG8 7SD

T.1 Hawthorn - Crown reduce by 1M to allow more light to garden area

T.2 Maple - Pollard back to previous (approx 3M)

T.3 Ash - Pollard back to previous (approx 4M)

T.4 Maple - crown lift to 5M from ground level

T.5 Maple Crown reduce by 3M to allow more light

T.6 Maple Crown reduce tree by 3M to allow more light

T.7 Horse Chestnut - crown reduce by 2M to allow more light

T.8 Ash Pollard tree and leave height at 6M from ground level due to severe rot in the base of the trunk to reduce risk of failure

Cllr Roberts asked regarding the Defibrillator. Cllr Collinson gave an update that the application with listed buildings has been submitted.

Meeting closed at 20:05

Any business to be considered for inclusion on an agenda must be delivered to the Clerk at least 7 days prior to the meeting date.



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 15th November 2022 AT 7:30 PM

PRESENT: Cllr R Baker-Oxley (in the Chair), Cllr D Brock, Cllr L Bryan, Cllr P Collinson
Cllr J Hobro, Cllr D Roberts

IN ATTENDANCE: The Clerk plus 3 members of the public

22-23/87 Apologies for absence (LGA 1972 s 85(1))

Cllr S Mulholland (work commitment), Cllr C Sargeant (personal commitment) Cllr R Lennon (illness)

22-23/88 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

There were none.

22-23/89 Minutes of Previous Meeting ([click here](#))

- a) **Proposal:** That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 11th October 2022

Discussion was had surrounding minute point 81(b).

Cllr Bryan Proposed. "Request for £250 for the Friendship Club Christmas meal, and to encourage the friendship club to advertise the Christmas meal to the wider community"

Cllr Collinson Proposed, Cllr Hobro Seconded

Majority agreed

Proposal: The Fowlmere Parish Council herewith agree the amended minutes of the Parish Council meeting held on 11th October 2022

Cllr Brock Proposed, Cllr Hobro Seconded

Majority in Favour

Actions Completed:

22-23/74 Clerk to put Mayors postal address on notice board
22-23/76b Clerk to Update Friendship club and arrange payment
22-23/79 Clerk to send out dates/details of training
Cllrs booked on training with future dates
22-23/83c Clerk contacted Head at Fowlmere School regarding Monthly play equipment
Awaiting reply
22-23/83d Clerk to contact Rev Angela re: arrangements for remembrance service.
22-23/83e Clerk was unable to send out info re: gritting champion deadline has now passed. Cllr Collinson said he mentioned this to some parishioners who were interested.

Actions carried over:

22-23/69 Cllr Hobro to find Graphic on Scams relating to energy bill support schemes to share on social media.
22-23/72 Chairman (Cllr Mulholland) to liaise with Cllr McDonald regarding grips in Chrishall Rd.
22-23/72 Cllr Collinson/Cllr Lennon/Cllr Bryan/Cllr Hobro to liaise re: Survey from Chapel to Chrishall Rd evidence of local support to prepare LHI application
22-23/84a Cllr Collinson submitted defib application, who have returned with further queries. Cllr Collinson to liaise with Clerk & Cllr Brock to submit further application.
22-23/84b Cllr Collinson to email Cllrs regarding further spend of the grant received for the Round Moat Pebble fund project.

b) **Matters arising** from those minutes not covered in this agenda.

Cllr Bryan congratulated the VHMC on being re-elected at their recent VH AGM

22-23/90 Clerks Report ([click here](#))

Remembrance Service was held on the previous Sunday at the War Memorial, to minute thanks to the Councillors and former Councillors for their traffic marshalling, the event was well attended. Other points to be covered in the Agenda of this meeting.

No Questions from Cllrs.

22-23/91 Committee Meeting Minutes

a) **Proposal:** To receive the minutes of the Planning Committee (3rd Oct 2022)

Minutes received.

All Cllrs Agreed.

22-23/92 Public Participation Session (*including reports received in advance*)

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

Cllr Roberts mentioned a parishioner had stated some problems with the buses not turning up, understand that it is relatively new in place, but could this be mentioned to Cllr McDonald

Action - Clerk to contact Cllr McDonald.

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

Main points:

The Combined Authority managed to get 17 out of 18 bus routes back in place. It is a route for route replacement not bus for bus replacement, as only every 2hrs, which is a step back. Focus is looking at bus routes for next year, including GCP with improving bus services.

Avian flu, outbreak in the UK, significant restrictions in place with those keeping chickens.

Action: Clerk to place poster on Noticeboard/Facebook page.

County Cllr McDonald had received award for supporting businesses during COVID.

Action - to send note of congratulations

Warm Hubs: Were being set up. Meldreth and Shelford are currently our closest.

There is support available to set up and run a warm hub if the village wanted to do so.

Cllr Roberts - said the Village Hall had discussed Warm Hubs but were concerned about cost.

Action: Cllr Hobro to send advice to Village Hall Management Committee

Note there had been a fire in a bin lorry due to batteries being placed in bins, please put batteries over the side of bins in plastic bags or send batteries to Thriplow Waste centre.

It was now 6 months since starting welcoming Ukrainian guests, with quite a few in Fowlmere. SCDC now working to support families moving on from their hosts.

Cllr Hobro, would like to offer an information session to the village as he feels the GCP "Making Connections" Consultation hasn't been advertised widely enough, with the GCP leafleting the City but not the villages in the surrounding area.

Cllr Hobro would highlight the public information that is already available, as he cares about the public transport in this area.

Deadline for responding for the consultation is December 23rd.

Proposal to support a public meeting with cost of hall hire.

Cllr Hobro proposed, Cllr Collinson seconded

All Cllrs Agreed.

Action: Clerk to liaise with Cllr Hobro Date: 10th December 11.30am at the Chapel Hall.

c) **Open Forum (not to exceed 15 mins)**

Mrs D Woods, said that the Friendship Club is not for any particular age. It is marketed every month in the F&TN or to approach new members personally. A membership is paid to cover costs for speakers, and other celebration teas and is ploughed back into the club. The club is open to anyone who wants to come in the village. 3 new members at recent meetings.

22-23/93 Road safety

a) Update from recent speedwatch.

A session was held on 19th October on Long Lane, northbound (leaving the village), as part of Project Edward (Every Day Without A Road Death). 66 cars were monitored. 25% of cars were exceeding the 25 mph or more. Nearly 10% of cars were at 30 mph or more.

With the speed watch gun now repaired and returned Chris Howe was hoping to organise more sessions.

A recent request had been made to the local police speedwatch co-ordinator for a speed camera van to do a session in the village. The said this was not their dept but sent a link to request with the right police dept. Chris Howe is happy to make the request with the the Councils permission.

The council resolved that Chris Howe contact the Police via the link given on their behalf.

Cllr Collinson Proposed, Cllr Roberts Seconded

All Agreed

Action: Clerk to Contact Chris Howe.

Cllr Hobro had a volunteer who may be interested in helping with Speedwatch.

Action: Cllr Hobro to send contact details.

Cllr Bryan wished it be minuted the Councils thanks to Chris Howe for his continued work leading the Speedwatch team.

b) Items reported to CCC Highways

Items can be reported by any Cllr or member of the public by [clicking here](#)

The Clerk reported the road around the war memorial, pavement on Chapel lane, sign by The Triangle, Butts lane near the school.

Cllr Hobro - mentioned the Pot hole on Butts lane still has not been fixed, a discussion was had surrounding who was thought to own the land, be responsible for the land and therefore to be fixing the road. It was believed to be County Council.

22-23/94 Reports from meetings attended and/or training attended

Clerk attended the Joint Parish Forum meeting October (information has been forwarded to all councillors). Topics were looking at the Tree officers role, applications and compliance. The Clerk recommended that a Councillor tries to attend these meetings if possible. Next one is in March, topics will change each meeting.

Clerk attended a Cemetery Compliance Course ran by ICCM/CAPALC. Interesting course; highlighted some procedures that need reviewing, including checking memorial stones and recording checks and the outcomes, and the checks are documented.

22-23/95 Community Led Plan ([click here](#))

Successful first meeting was held on 8th November. 2nd meeting to be held in January.

22-23/96 Finance

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

- Careium September £42.42 (formerly Eldercare) (LGA 1972 s 137)
- Shelford Tree Services £840.00 Emergency Tree Work (Open Spaces Act 1906 s9-10)
- Hardy's Landscapes (Graves levelled & reseeded) £192.00 (Open Spaces Act 1906 s9-10)
- Ian Wilson £198.90 (Play equipment maintenance) (Open Spaces Act 1906 s9-10)
- Fowlmere Village Hall £72.00 Hire of meeting space
- Clerks Travel Expenses to Cambourne £15.30 (LGA 1972 s112/111)

b) Bills to be paid

- Careium October (formerly Eldercare) £42.42 (LGA 1972 s 137)
- Hardy's Landscapes £1654.42 (October Village Grass Cut) (Open Spaces Act 1906 s9-10)
- Newlings Funeral Directors £120.00 (Mr Ward ashes interment)
- Shelford Tree Services £840.00 Tree Work Saville Way Green Space (Open Spaces Act 1906 s9-10)
- Clerks Salary, NI & HMRC November (£confidential) (LGA 1972 s112/111)
- DD Opus Energy approx £178 (Street Lighting) Highways Act 1980 s301
- DD EDF Energy Cemetery (Chapel Electricity) £11 Parish Councils Act 1957, s3
- DD SCDC £19.00 (Cemetery Bin Collection) (Open Spaces Act 1906 s9-10)

Proposal: that Cllrs agree to pay the above invoices and bills

Cllr Roberts Proposed Cllr Collinson Seconded

All Agreed

c) **Income**

- £160 (*Memorial stone*)
- £40 (*Memorial additional engraving & reciting*)

22-23/97 Cemetery Management

a) Recent and upcoming interments, memorials and transfers

There has been one interment

b) Quote for Fencing

Awaiting quote.

22-23/98 General Purposes including Trees, Grass and Hedges

a) **Monthly play equipment inspection** [*Google Forms*]

Cllr Hobro suggested to ask Volunteers from the village for help from the checking of the play equipment for example to advertise on facebook.

Action Clerk to advertise on Facebook to get Volunteers in support.

b) **Proposal:** Place Christmas Tree in Memorial Well as in previous years. Volunteer Cllr to lead is required.

Cllr Roberts has ordered a tree from Phillimore Garden Centre in the past, they offer a discount and delivery to the Memorial Well. Cllr Roberts has base, lights and decorations, and is happy to lead on organising the Christmas Tree this year.

Cllr Hobro & Cllr Collinson are happy to support Cllr Roberts.

It was resolved that Cllr Roberts would organise the purchase and delivery of the Christmas tree for the memorial well, plus the siting if the tree with help from Cllr mentioned above.

Cllr Roberts proposed, Cllr Collinson Seconded

All Agreed

b) **Proposal:** Decide location for replacement tree for the one felled opposite the Chequers as per SCDC Tree Officers requirement. Decide type of tree.

Cllr Collinson suggested applying to the "6 free trees" scheme, for one larger tree.

Resolved for Cllr Collinson to send round possible locations for tree, then to apply via "6 free trees", once arrived to check it is the correct size, if not to re-contact resident who previously offered tree, or the PC purchase a slow growing tree.

Proposed Cllr Collinson Seconded Cllr Roberts

All Agreed

c) **Proposal:** Request from "Wellies in the Woods", in conjunction with Fowlmere Playgroup, to use RoundMoat for educational activities ([info click here](#))

Collaborative use of the Round moat for a Forest School activity course called Wellies in the woods run and funded by groundwork, free family learning course held over 8 weeks with lots of activities, for children aged 2-5yrs with older siblings welcome. Playgroup families and other local families are welcome, recent course has been run in Melbourn.

Discussion was had that this type of activity has been encouraged

Cllr Collinson proposed Cllr Bryan Agreed

All agreed.

d) **Proposal:** Request from "Fowlmere Community Events" to use The Butts for a Coronation Fair on Sunday 7th May 2023, similar to the 2022 70th Jubilee.

Question asked regarding Public Liability for the event

Cllr Brock Cllr Collinson

All Agreed

22-23/99 Progress of ongoing projects

a) **Defibrillator** [update] [PC/CS]

Defib application was submitted, it has been returned with further questions. Cllr Collinson to liaise with Clerk & Cllr Brock to submit further application.

b) **Round Moat Pebble Fund** [update] [PC]

Cllr Collinson to email Cllrs regarding further spend of the grant received for the Round Moat Pebble fund project.

c) **New project ideas**

Cllr Roberts mentioned if the Council was thinking to buy new play equipment, would be worth looking at Melbourn, the Moor, as they have refurbished the play equipment recently with some new activities, for example in the ground trampoline.

22-23/100 Correspondence ([click here](#))

Cllr Hobro, mentioned a possible Speedwatch over the narrow area of the High Street.

Looking at thinking about a future LHI to continue to improve the traffic management in the village, and to re-visit the cushions in the village

Proposal to add to future agenda to extend and improve what we already have, and revisit the subject of speeding regarding the LHI, look at liaising with Cllr McDonald and Highways, and to include discussions around the junction of the War memorial.

22-23/101 Agenda items to be considered at future meeting

- a) PC response to Making Connections Consultation to be discussed in December meeting
([click here](#))

Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion on the agenda at least 7 days prior to the meeting

Meeting closed 20.41

Dates of forthcoming meetings:

Finance Committee Monday 21st November 2022 at the Pavilion Room, FVH

Parish Council Tuesday 20th December 2022 at the Pavilion Room, FVH



MINUTES OF THE **MEETING OF THE FINANCE COMMITTEE OF
FOWLMERE PARISH COUNCIL**

which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 21st November 2022 AT 7:30 PM

PRESENT: Cllr Baker-Oxley, Cllr J Hobro, Cllr Lennon (Chair) and Cllr C Sergeant
IN ATTENDANCE: The Clerk.

22-23/F18 Apologies for absence (LGA 1972 s 85(1))
Cllr Roberts (absent)

22-23/F19 Declarations of interest & requests for dispensations in agenda items
(Localism Act 2011 s 31 s33)
No Declarations were received.

a) 22-23/F20 Minutes of the Previous Meeting (9th June 2022)

Proposal: That Finance Committee herewith agree the Finance Committee minutes of the Finance Committee held on the 9th June 2022

Proposed: Cllr Baker Oxley **Seconded:** Cllr Hobro
All Councillors Agreed.

b) Matters Arising from those minutes not covered on this agenda.

There were None

22-23/F21 Public Participation Session (including reports received in advance)

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.

There were none

22-23/F22 Review of Income and Expenditure (click here)

Discussion was had regarding current expenditure and expenditure from current date to the end of the financial year. This included spending within the precept budget, but remembering ring fenced money is there, but not necessarily for running costs (as advised by CAPALC). The need to continue to have a reserve amount in the current account.

22-23/F23 Review and setting of Budget 23/24 (click here)

Discussion was had surround the proposed budgets, looking at budget lines, actual spend from 21/22 and 22/23 and forecasting potential spend into 23/24.

Each Cost centre was looked into, including breakdowns for cost codes. Mention was made of, tree work, with emergency costs being less than planned works. The budget line for elections was not needed this year. Surrounding office equipment purchases and the use of the Clerks own Laptop, using cloud storage for digital documents. Cllr Lennon said that it was important from a Data protection/GDPR point of view that the Clerk uses a dedicated computer. It was noted this had been in the previous budget, and the laptop the previous clerk used was outdated. Cllr Lennon suggested using local company, Saker Computers. Prices were checked online with John Lewis and Apple who were similar in price. It was agreed as long as Saker were competitive to go ahead Discussion was had around the increase in salary and associated costs, including Payroll company, and grass cutting costs.

Cllrs made comment that they would need to not only consider the increases of the Parish Council expenditure and costs rise, but consider the financial constraints of Fowlmere residents with the cost of living increase.

Proposal: To purchase a new Laptop for the Clerk.

Proposal: Cllr Lennon **Seconded:** Cllr Baker Oxley
All Agreed.

Action: Clerk and Cllr Lennon to purchase new laptop.

22-23/F24 S137 Requests (Click here)

a) To review the application from Royston District Community Transport for a donation in support of this venture.

Discussion was had surrounding the Transport service and the previous donations from the Council, last year was £300.00

Cllrs asked for information regarding the number of residents that use the service and how many journeys from Fowlmere. It was suggested a new poster to advertise this service be sought.

Proposal: to Pay £300.00 Donation to RDCT

Proposed: Cllr Sergeant **Seconded:** Cllr Lennon

All Agreed

22-23/F25 13th Edition Arnold Baker on Local Council Administration (new yellow book)

13th Edition has been published. SLCC pre-order for @£137 + postage instead of RRP£163 + postage.

"It is a complete statement of the law relating to parish and community councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials."

Proposal: To purchase the 13th Edition Arnold Baker.

Proposed: Cllr Baker Oxley **Seconded:** Cllr Hobro

All in Agreement.

22-23/F26 Agree to pay for the updated subscription to Microsoft 365 and add to the PC credit card for renewal going forward

Cost is for subscription to Microsoft 365 is £59.99 including VAT per year

Proposal: to purchase Microsoft 365 Subscription and set up annual renewal via the PC Credit card

Proposed: Cllr Sergeant **Seconded:** Cllr Lennon

All Agreed

22-23/F27 Motion to Exclude

Proposal: That under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed: Cllr Lennon **Seconded:** Cllr Baker Oxley

22-23/F38 Employment Contractual Matters

Members discussed in confidence salary payments for staff.

22-23/F29 Motion to Re-Admit

Proposal: To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

Proposed: Cllr Lennon **Seconded:** Cllr Baker Oxley

Meeting Closed at 21:20



MINUTES OF THE MEETING OF FOWLMEERE PARISH COUNCIL PLANNING COMMITTEE

held in the Pavilion Room, Fowlmere Village Hall on
8th December 2022 AT 20:20 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock (in the Chair), Cllr P Collinson
Cllr J Hobro, Cllr R Lennon, Cllr S Mulholland, Cllr D Roberts, Cllr C Sargeant

IN ATTENDANCE: The Clerk, and approx five members of the public.

22-23/P38 Apologies for absence (LGA 1972 s 85(1))

Cllr Bryan (Personal Commitment)

22-23/P39 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

There were none.

22-23/P40 Public Participation Session (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.

A member of the public mentioned concerns over the increased number of cars potentially driving from Mr Blundells proposed development onto the narrow Chrishall road including the narrow bridge.

A member of the public was interested in the agenda item relating to the Art installation.

22-23/P41 Minutes of Previous Meeting

- a) **Proposal:** That Fowlmere Parish Council agree the minutes of the Parish Council Planning Committee meeting held on 4th November 2022

Proposed by Cllr Roberts, Seconded by Cllr Collinson
All Councillors Agreed.

22-23/P42 Matters Arising not covered on the agenda

It was noted that the Welding Alloys application has been refused, on 3 grounds, including not having enough affordable houses.

Triangle 2 application has also been refused on policy grounds.

22-23/P43 Discussion by Councillors following Colegrove Estates Presentation at public meeting

Cllr Brock clarified Policy H11 of the Local Plan as it allows development outside the village boundary if all the criteria are met. It mentions any small sites that adjoin any framework boundary. Discussions were had regarding the comparison with the Chalk Hill development in Foxton, where there were barns adjoining the two sites and therefore continuity between the edge of the framework and the proposed sites.

Other discussions were had surrounding:

- the impact on the nearby greenbelt.
- the application would be for 32 houses, which is double the number of dwellings allowed inside the framework.
- A mix of houses would be preferable rather than houses of a specific kind group together, potential ghettoisation.
- Cllr Hobro was asked (as District Cllr) to double check the numbers from Mr Blundell's presentation with SCDC and if there is an identified need for this type of housing.
- Location suitability was discussed. Triangle2 & Welding Alloys were suggested as better locations. The Turkey Sheds another logical site geographically, although some see this as a wildlife haven. It was noted that the PC has no control over what the various landowners may propose for any of these sites.

- It was noted that the sites discussed all lie outside the village boundary and there do not appear to be any sites for affordable housing within it.
- The zero carbon, e.g. solar panels, air source heat pumps, grey water collection aspects were seen as a positive.
- Could the site be developed in two stages?
- It would be good if the Parish Council could hear from members of the public who are in need of affordable housing in this area.

22-23/P44 Shaw Close Public Art Installation - update

Information returned from Stonewater states £8000.00, is available, but this is very little to create and install a piece of art. Information from Cllr Brock's contact recommend waiting until the houses are built and core landscaping is complete before commissioning a piece to see what the new residents may think.

Cllr Brock suggested about the possibility of match funding the amount available, and explore with Stonewater to delay until the development is finished. .

Discussion was had about a functional piece of Art work, bench, artistic road sign, extra village sign?

Cllr Hobro mentioned an organisation called Sustrans, who place public pieces of Art along their cycle routes, maybe to ask advice from other charities and companies that have experience of this.

Contact has been made with with the co-ordinators from Stonewater, who are asking for suggestions regarding what the PC would like to commemorate within this piece of Art work: Airfield/Fighters, RSPB, watercress beds, Samuel Pepys, celebrating Playgroup?

Action: Cllr Lennon to speak to contacts from Stonewater and from Aecorn. To discuss appoint art co-ordinator, and to put the PC's thoughts on waiting till residents are in situ before making a decision. Cllr Hobro to contact Sustrans.

22-23/P45 Planning Appeal

[21/05641/OUT](#) - Land To The South Of 86 Chrishall Road Fowlmere

Outline planning application for 15 no. self-build dwellings, with details pursuant to access and layout, and all other matters including appearance, scale and landscaping reserved for subsequent approval.

Proposal: To decide whether to make any submissions in addition to the council's response to the planning application, and if so what submissions and in such case to authorise the Chair and vice-Chair of the Planning Committee to conduct the Parish Council's case on the appeal

It was agreed that representations already put in, will be taken forward to the inspectorate. The second application information should be added to the first representations as they may merge the two appeals.

Proposed by Cllr Roberts, Seconded by Cllr Collinson
All Councillors Agreed

22-23/P46 Planning Applications *[application numbers are clickable links]*

To decide the Parish Council's response to the following planning applications and to authorise both the Chair and Vice-Chair of the Planning Committee to draft and finalise the Parish Council's submissions

Please note that any applications received following the issue of the agenda will be considered.

a) [22/04454/LBC](#)

22/04454/LBC - Hope Cottage Long Lane Fowlmere.

Repair work to windows, repairs to render and renew lead flashing.

Necessary work. Neutral Stance.

Proposed by Cllr Collinson, Seconded by Cllr Hobro
All Councillors Agreed.

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance

b) **22/04500/HFUL**

22/04500/HFUL - 6 Savile Way Fowlmere Cambridgeshire:

Rear second floor extension to existing dwelling house and two second floor windows to the side elevation. Amendment received on 14th Nov

Minor Changes. Neutral Stance

Proposed by Cllr Lennon. Seconded by Cllr Collinson

All Councillors Agreed.

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance

c) **22/04134/HFUL**

22/04134/HFUL - 4 Cambridge Road Fowlmere Cambridgeshire.

Demolition of an existing conservatory. Construction of single storey rear and side extensions to the kitchen and to the living room. Amendment received 18th November

PC has looked at this before. Remain Neutral

Proposed by Cllr Roberts, Seconded by Cllr Collinson

All Councillors Agreed.

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance

d) **22/04864/HFUL**

22/04864/HFUL - Newlands London Road Fowlmere.

Detached garden building.

Large site, tucked away. Neutral Stance.

Proposed by Cllr Collinson Seconded Cllr Baker Oxley

All Councillors Agreed.

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance

e) **22/04435/HFUL**

22/04435/HFUL - 1 Chapel Lane Fowlmere Cambridgeshire

Construction of conservatory to side.

Large site, uncontroversial. Neutral Stance.

Proposed by Cllr Baker Oxley Seconded by Cllr Collinson

All Councillors Agreed

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance

j) **22/05186/HFUL** -

22/04435/HFUL Kafue Long Lane Fowlmere, Front bay extension, roof alteration to carport, rear pergola and new external materials

Modest improvement to the Carport. Neutral Stance.

Proposed by Cllr Collinson Seconded by Cllr Mulholland

All Councillors Agreed

Resolved: All Councillors agreed for The Chair of planning to express a neutral stance

The Following applications were for **information only**.

f) **22/04851/CL2PD**

For information Only - 22/04851/CL2PD- 10 Ryecroft Lane Fowlmere Cambridgeshire.

Certificate Of Lawfulness Under S192 - Single Storey Rear Extension.

g) **22/02264/CONDA**

For information Only - 22/02264/CONDA - Chrishall Grange Chrishall Grange Road Fowlmere

Submission of details required by condition 3 (Conservation - Materials) of planning permission

22/02264/HFUL

h) **21/04871/CONDB**

For information Only - 21/04871/CONDB

- Newlands London Road Fowlmere

Submission of details required by condition 6 (Surface and Foul Water Drainage) of planning permission 21/04871/HFUL

i) **21/02683/CONDB**

For information only - 21/02683/CONDB - Ion Science The Hive Butts Lane Fowlmere

Submission of details required by conditions 5 (10% carbon), 6 (Surface and Foul water), 7 (materials) and 8 (landscaping) of planning permission 21/02683/FUL

End of Meeting @21:18

Any business to be considered for inclusion on an agenda must be delivered to the Clerk at least 7 days prior to the meeting date.



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 20th December 2022 AT 7:30 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock, Cllr L Bryan, Cllr P Collinson,
Cllr R Lennon, Cllr S Mulholland (Chair), Cllr D Roberts

IN ATTENDANCE: The Clerk and approx five members of the public

22-23/102 Apologies for absence (*LGA 1972 s 85(1)*)
Cllr J Hobro (Personal Commitment), Cllr C Sargeant (Work Commitment)

22-23/103 Declarations of interest & requests for dispensations in agenda items
(*Localism Act 2011 s 31 s33*)
There were None

22-23/104 Minutes of Previous Meeting ([click here](#))

a) **Proposal:** That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 15th November 2022

Cllr Collinson asked to remove the word “not” from Action: 22-23/83e

Amended minutes **Proposed** by: Cllr Collinson, **Seconded** by: Cllr Roberts

All Agreed the amended minutes as a true and accurate record of the meeting.

b) **Matters arising** from those minutes not covered in this agenda.

A letter has been received from Leader of the Council at South Cambs, asking if FPC would support a letter to the Minister of the state encouraging more dialogue regarding the EWR proposals. While EWR does not directly affect Fowlmere, the PC felt that supporting better dialogue would be of benefit to those neighbouring villages that are affected by EWR.

Proposal: Fowlmere Parish Council supports the letter to encourage increased dialogue regarding the EWR proposal.

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

Action: Clerk to respond to Council Leaders PA.

The Clerk had been contacted by Shepreth PC Clerk regarding signs that had been spotted by a Shepreth Cllr on a footpath that runs from Mill Road to Dunsbridge Turnpike. The signs stated “No Cycling by order of Fowlmere Parish Council”.

The Clerk has taken these down and let Shepreth PC Clerk know they were fake. Councillors were asked to keep an eye out in case they return.

22-23/105 Clerks Report ([click here](#))
Any questions from Cllrs. - None

22-23/106 Committee Meeting Minutes

a) **Proposal:** To receive the minutes of the Planning Committee (*3rd Nov 2022*) ([click here](#))

b) **Proposal:** To receive the minutes of the Finance Committee (*4th June 2022*) ([click here](#))

Minutes Received. **Proposed** by Cllr Collinson, **Seconded** by Cllr Baker-Oxley - All Agreed

22-23/107 Public Participation Session (*including reports received in advance*)

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

Peter McDonald was not present and sent his apologies. The Chair highlighted from his report, the Importance of responding to the Making Connections consultation and the Cost of living support that is available. There was still no fresh information on Foxtan Travel Hub

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

Cllr Hobro was not present and sent his apologies. The Chair highlighted from his report that SCDC were looking for further places for Ukrainian guests to stay so not to over burden those who had had guests for 6 months now. Cllr Hobro asked to place a couple of advertisement boards for continuing support for helping to house/re-house Ukrainian families, suggestion within 20mph zone, possibly a further board to be placed along Long Lane with walkers to the coffee shop. Cllrs Agreed.

c) **Open Forum (not to exceed 15 mins)**

A Parishioner raised the issue of increased traffic through the village over the last few years, and noted the larger vehicles travelling through the village which make the sash windows shake. She also mentioned that we have narrow roads and pavements and that she's seen many drivers mounting the kerb. The speed bumps don't seem to be as effective as they could have been; the Long Lane full width speed bumps seem to be more effective in reducing the speed. She mentioned a flashing speed sign, which did seem to be effective in reducing speed and wondered when it would return to the High Street.

The parishioner said she had completed the speed-watch training and was willing to join in sessions.

Cllr Mulholland said that the type of speed bump is dependant on the width of the road. The PC had wanted full width in all locations but Highways would only allow this on Long Lane. Cllr Mulholland noted the point about the MVAS sign as said it was due to be moved which he would liaise with Cllr Collinson over.

Action: Clerk to pass on details to Chris Howe, Fowlmere Speed-watch organiser.

Action: Cllr Mulholland to move MVAS with Cllr Collinson.

A Parishioner made comments on the Making connections Consultation: more buses to Fowlmere is much needed especially for lower incomes as an alternative to cars, but feels the current proposals ignore the benefits of rail travel and don't connect with local train stations. A need to develop the public transport system and active travel system, for people who cannot afford or have access to cars. Feels the £5 charge will have most impact on those on medium & lower incomes. Length of time of the congestion zone needs to be looked at, for example trade in and out of city, School drop off times, Saturday afternoon retail and with football at its most congested. We need better public transport but it all needs to be integrated including more buses to and from Fowlmere.

These comments were noted for the PC's later discussion.

22-23/108 Road safety

a) Items reported to CCC Highways

Items can be reported by any Cllr or member of the public by [clicking here](#)

Cllr Bryan reported pot hole by the speed bump on Long Lane which has now been fixed but repairs at this location keep failing. It was noted that the extreme cold weather had broken up the road repairs near the war memorial.

Action: Clerk to report

The Clerk was asked to send over data and information from speed watch sessions to Cllrs Collinson, Bryan and Lennon who are part of the Speed-watch team.

Action: Clerk to contact Chris Howe regarding the next Speed-watch session and forward information.

22-23/109 2023/24 Budget and Precept ([click here](#))

The Chair thanked the Clerk for her hard work on the Budget.

The Finance Committee had met on 21st Nov. When discussing the precept rise, it was concluded that while inflation was currently high, the medium forecast was that it would fall back down to manageable levels. With residents dealing with living cost increases, it was felt a 5% rise was a good compromise as The PC needed to be mindful of its own increases to expenditure.

Cllr Brock asked if there was a limit to how much a parish council could increase the precept. Cllr Mulholland said there was no limit for PC's.

Proposal: to accept the budget and precept recommendations from the Finance committee.

Proposed by: Cllr Lennon **Seconded** by: Cllr Roberts - All Agreed

22-23/110 Making Connections Consultation ([click here](#))

Parish Council Response to this consultation.

A draft response had been circulated.

The consultation response was discussed in 3 parts: Vision, Implementation and Funding.

Vision

It was agreed that the vision of trying to improve bus services in Cambridge and out to the rural villages was a good idea and should be supported.

Implementation.

It was noted that the proposed new East-West bus that passes from Foxton - Thriplow - Whittlesford Parkway should also stop at Fowlmere. The map appears quite badly drawn.

There was concern that the Cambridge - Royston service no longer appeared to be direct which would put off residents from catching the bus rather than encourage them.

There was a suggestion that the Cambridge - Royston and Cambridge - Barley services could be merged with a loop linking Royston to Barley and services alternating clockwise and anti-clockwise. This would hugely improve the connectivity of the smaller villages.

The old 915 used to stop at Royston station but the current 26 does not. This is already a downgrade in service as Royston station connects directly to Gatwick Airport and with 1 change (Farringdon) to Heathrow. These new proposals should restore a Royston Station stop for the Royston - Cambridge bus.

The importance of linking villages to the smaller stations (by bus and improved cycle paths) was also stressed as this was important to those in further education (6th Form / Tech College etc.)

The importance of regular late evening and weekend services was stressed to make buses a leisure option as well as a commuter one.

There was concern about the blunt nature of the congestion zone timings. Many areas of Cambridge did not suffer from congestion. A more zonal approach was discussed but this may result in displacing rather than solving congestion problems.

Congestion could be reduced with better synchronising of Traffic Lights and looking again at closed side roads.

Funding.

Addenbrooke's Hospital being in the zone was particularly concerning. While there was a proposed list of exemptions it was a very delicate topic that needed careful consideration.

A morning and evening time slot might be fairer.

There was concern that the pricing for delivery vehicles would impact negatively on small businesses particularly and that ultimately costs would be passed onto customers.

Some Councillors were very unhappy with the charge where as others felt that the ends (better buses) would justify the means

Any money raised from a congestion charge should be hypothecated so that it could only be spent on the provision of improved public transport / cycling provision and not be used for other council services.

It was **proposed** that Fowlmere PC support the vision, constructively criticise the implementation while being supportive and be neutral on the funding model while raising listed concerns

Proposed by: Cllr Mulholland **Seconded** by: Cllr Baker-Oxley - Majority Agreed

22-23/111 Reports from meetings attended and/or training attended

The Clerk attended Cambridgeshire SLCC branch meeting, met other clerks from the area. There was a talk from Roger Taylor who is the current editor of Charles Arnold Baker book on Local Government Administration.

Cllr Collinson attended (via Teams) the SCDC Parish Council Liaison meeting which he found interesting.

Cllr Brock attended the GCP Making Connections Webinar for Parish Councils.

Cllr Lennon attended Code of Conduct training in November.

22-23/112 Finance

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

- Careium November £41.04 (*formerly Eldercare*) (LGA 1972 s 137)
- Shelford Tree Services £780.00 *Tree work at the Cemetery (Open Spaces Act 1906 s9-10)*
- CAPALC - Cemetery Training Course by ICCM - £120.00
- CAPALC - Code of Conduct Training £40.00
- Clerks Travel Expenses to Bassingbourn £8.10 (LGA 1972 s112/111)

b) Bills to be paid

- Red Shoes Accounting Services £46.80
- Clerks Salary, NI & HMRC November (£*confidential*) (LGA 1972 s112/111)

- DD Opus Energy approx £198 (*Street Lighting*) *Highways Act 1980 s301*
- DD EDF Energy Cemetery (*Chapel Electricity*) £11 *Parish Councils Act 1957, s3*
- DD SCDC £19.00 (*Cemetery Bin Collection*) (*Open Spaces Act 1906 s9-10*)

Proposal: that Cllrs agree to pay the above invoices and bills

Proposed by: Cllr Collinson **Seconded** By: Cllr Brock - All Agreed

c) **Income**

- £19.00 (*rebate from EDF Energy*)
- £1970.00 (*rebate from VAT*)

22-23/113 Cemetery Management

- Recent and upcoming interments, memorials and transfers
None
- Quote for Fencing
Not yet received.

22-23/114 General Purposes including Trees, Grass and Hedges

Hardy Landscapes had been in touch regarding the yearly post leaf fall collection with a quote for £460.00

Proposal: To accept the quote from Hardy's for leaf collection

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

Action: Clerk to contact Hardy's to arrange village leaf collection.

- Monthly play equipment inspection [*Google Forms*]

Not completed due to the severe weather

- Update on 6 Trees application and Location. -

One large slow growing native oak tree has been applied for. Discussion was had about location. Replacement opposite the Chequers is not considered viable. Possibilities were Savile Way Green or The Butts.

Action: Clerk & Cllr Collinson to send a letter/email to the tree officer regarding potential locations

22-23/115 Upcoming meeting dates

Proposal: To move the date of January 2023 Main PC Meeting by one week from 17th January to 24th January to allow 3 Cllr Bryan, Collinson & Sargeant to undertake the Code of Conduct training on the 17th. Cllr Roberts also agreed to attend the Code of Conduct training.

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

Action: Clerk to book Cllr Roberts on Code of Conduct Training

Proposal: To set the date of the Annual Parish Meeting as Tuesday 2nd May 2023 @ 19:30.

Proposed by: Cllr Mulholland **Seconded** by: Cllr Roberts - All Agreed

Action: Clerk to book meeting dates for the year and add to Online Calendar.

22-23/116 Progress of ongoing projects

- Defibrillator [update] [PC/CS]

Listed Building Consent Application has been re-submitted. Awaiting outcome.

- Round Moat Pebble Fund [update] [PC]

Shelford Tree services, to quote for works to complete the project in the round moat.

- New project ideas

The Clerk had received information about setting up a "Mens Shed" with other local Parish Councils. Shepreth Parish Council are taking the lead.

There was a discussion about how these sort of initiatives can help prevent loneliness and benefit mental health.

Proposal: For the Clerk to liaise with other local Parish Clerks to find out more information about "Mens Shed's"

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

Action: Clerk to find more information regarding the "Mens Shed"

- Community Led Plan

The next meeting will be held 12th January; Emma Dyer from SCDC attending.

22-23/117 Correspondence ([click here](#))

An email had been received highlighting the poor state of the pavements. The clerk let the resident know that as our County Cllr had sent his apologies he would not be here this evening. The resident will attend in January to highlight problem to Peter McDonald.

It was suggested that a village walk could be arranged with Peter McDonald and someone from Highways to highlight the main problem areas.

An email had been received asking if any solutions had been found regards the nuisance flying from Fowlmere Airfield. As we had found out previously this is not something the PC can enforce and does not fall under a planning infringement due to the age of the airfield. Perhaps it could fall under environmental health (noise) or the CAA? Cllr Hobro had looked into this previously.

Action: Clerk to speak with Cllr Hobro to bring her up to speed on this matter as it was prior to her employment.

22-23/118 Agenda items to be considered at future meeting

Civility and Respect Pledge, information for Councillors to read for next meeting ([click here](#))

Councillors were asked to apprise themselves of this document ahead of discussion in January.

Cllr Bryan asked if the previous LHI applications were on file? New Cllrs could benefit from this as a resource.

Action: Clerk to speak with Chris Howe to see if he still has this.

The Meeting was closed at 21:05

Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion on the agenda at least 7 days prior to the meeting

Dates of forthcoming meetings:

Planning Committee - Tuesday 10th January at the Pavilion Room, Village Hall.
Parish Council - Tuesday 24th January 2023 at the Pavilion Room, Village Hall.
Parish Council - Tuesday 21st February 2023 at the Pavilion Room, Village Hall.
Parish Council - Tuesday 21st March 2023 at the Pavilion Room, Village Hall.
Parish Council - Tuesday 18th April 2023 at the Pavilion Room, Village Hall.