



MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on
10th January 2023 AT 19:30 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock (in the Chair), Cllr L Bryan,
Cllr J Hobro, Cllr S Mulholland, Cllr D Roberts, Cllr C Sargeant (20:10)

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

22-23/P47 Apologies for absence (LGA 1972 s 85(1))

Cllr P Collinson (illness), Cllr R Lennon (Personal Commitment)

22-23/P48 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

There were none.

22-23/P49 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 on the Public, Mr Blundell, summarised his latest application. 22/05427/FUL.

- Rural exception site, 26 affordable homes, 6 market homes.
- Application has been made addressing points raised at previous PC meeting and from the previous withdrawn application.
- Planning constraints of other sites were noted, including green belt, impact on conservation area and SSSI, including other sites which have not presented enough affordable housing.
- Support from the local primary school, to help with longterm sustainability of the Primary School was mentioned including the s.106 support of £200,000.
- Stonewater housing association (involved in Shaw Close) have this as a preferred site.
- Only zero carbon rural exception site in the UK.
- Would provide much needed affordable housing in the village
- Applicant would be happy to hold a design charette

Question was asked around the £200,000 s.106 support for the school; this has been drafted within application agreed by County Council, including Support for other provisions such as Melbourn VC.

Question from parishioner asking if there is other money available to other facilities. Mr Blundell stated £400,000 across the district and parish.

22-23/P50 Minutes of Previous Meeting

- a) **Proposal:** That Fowlmere Parish Council agree the minutes of the Parish Council Planning Committee meeting held on 8th December 2022

Proposed: Cllr Roberts, **Seconded:** Cllr Baker Oxley
All Councillors Agreed

22-23/P51 Matters Arising not covered on the agenda

None

22-23/P52 Eastern Community Homes Q&A session about 'Community Led Housing in Cambridgeshire' - Thursday 19th January 2023 7pm Online.

Cllr Brock, reminded Cllrs about the online session that had been recently emailed to all. He felt it would be useful for Cllrs to attend especially with the development of the community led plan.

22-23/P53 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) [22/05427/FUL](#)

22/05427/FUL - Erection of 32no dwellings including 26 no affordable dwellings and 6 no private market dwellings representing a rural exception site with associated landscaping, play area, and access (Re-submission of 21/05640/FUL). | Land To The South Of 86 Chrishall Road Fowlmere Cambridgeshire

Re-submission of a previous application to address comments made by SCDC.
Rural exception site application

Cllr Hobro (as District Cllr) explained that he'd had a meeting with a Housing Strategy officer who'd explained that while the current development at Shaw Close would not fulfil the housing need this additional scheme would take us beyond the housing need. Their view therefore was that an extra development in Fowlmere, of this size, at this time, would be premature.

Discussions were had including both positive and negative points:

- Insulation causing summer overheating. Should be looked at without detriment to winter heating.
- A second affordable site next to one under construction could encourage social segregation which was not ideal.
- Size of the proposal a concern. Group villages usually only build 15 at a time.
- Could the housing need be split over smaller sites, rather than all in one site?
- Query as to whether it meets rural exception site policy, as the site does not adjoin the village development framework, but does meet the edge of the village.
- Carbon Neutral approach seen as positive, as well as the green space (woods) to be held in perpetuity.
- No other recent proposals have actively and positively offered affordable housing.
- s.106 details being available is a positive.
- Right kind of housing for the Village, mix of affordable and market housing.
- As an old village there are no sites left inside the framework available for new housing.
- Primary school numbers on roll are dropping - information from school was by 2026 projection of 72 on role out of 119 places. At present approx 100 pupils on role.
- Numbers on the housing register over a number of years show the trend in the need is growing
- Would building a few more than the current need be a bad thing?
- Location would stretch the village towards the A505
- Anglian Water & Highways both had concerns that would need to be mitigated.
- Developer seems to want to listen and engage, to help cater for affordable and housing needs of younger people in the village

Cllr Brock summarised: suggested we should either support or oppose.

- Application is Governed by policy H11
- Policy should normally be followed, unless there are material considerations not to.
- This application does not adjoin the development framework - but the applicant claims it does adjoin the built development boundary of the village.
- Affordable housing must be to meet local needs: HNS (2020) 38 units of a variety of sizes, this proposal plus Shaw Close will give 42 affordable dwellings plus 6 market houses. (see breakdown below) - an excess of just 4
- Appropriate scale and location - judgement call, as a comparison this application would deliver 32 new dwellings in addition to the 500 or so in the village at present (a 6% increase of houses in the village)
- If adjoining the green belt, there must be no alternatives which would cause less impact; this test appears to be met.
- Whatever the dwellings a rural exception site must be secured for local occupation.
- How else is the village going to meet the local demand for affordable housing? There are no sites within the village envelope

1) Numbers: HNS, what is provided.

4 more dwellings than is needed.

Application together with Shaw close would provide:

9 out of 11 - 1 bed affordable/social rented housing on the housing register

10 out of 7 - 2 bed affordable/social rented housing on the housing register

6 out of 8 - 3 bed affordable/social rented housing on the housing register

3 out of 4 - 4 bed affordable/social rented housing on the housing register

9 out of 3 - 2 bed rent to buy - intermediate tenure not on the housing register

5 out of 5 - 3 bed rent to buy - intermediate tenure not on the housing register

1 out of 1 - 3 bed rent to buy - intermediate tenure not on the housing register

Policy local means, is Village in question 1st, 2nd neighbouring villages, 3rd elsewhere in South Cambs.

Proposal: Recommend the application is refused

Proposed: Cllr Roberts **Seconded:** Cllr Bryan

Vote was tied (3-3) - The Chairman made his casting vote in favour of the motion so as to maintain the status quo in accordance with Speaker Denison's rule (that change requires a majority, that is to say a majority without the benefit of a casting vote).

Resolved: Council to recommend the application is refused.

b) **22/05517/PRIOR**

22/05517/PRIOR - Change of Use of Agricultural Building to 1 No. Dwelling house (Use Class C3), and for building operations reasonably necessary for the conversion | Deans Farm Long Lane Fowlmere Cambridgeshire SG8 7TG

Modified submission - Previous application council recommended neutral -.

No Significant change in the application, but unsure on the points that have been addressed.

General permitted development order, limited as to what the council can object to.

Noted appeal decision from a previous application within documents.

Letter - from resident was noted, would not bring any bearing to the PC decision.

Proposal: To adopt a neutral stance.

Proposed: Cllr Hobro, **Seconded:** Cllr Baker Oxley

All Councillors Agreed

Resolved: Council to express a neutral stance

c) **22/04544/LBC**

22/04544/LBC - Installation of a defibrillator on the exterior wall of the 1988 kitchen extension in the rear car park | The Chequers Inn High Street Fowlmere Cambridgeshire SG8 7SR

As this is an application for a Parish Council project it was agreed to make no comment.

d) **23/0002/TTPO**

For Information Only - 23/0002/TTPO | T1 - Mature Sycamore - removal to ground level. To be replaced with another native broad leafed species that is more resilient to honey fungus. | 43 Chapel Lane Fowlmere Cambridgeshire SG8 7SB

e) **22/01968/CONDA**

For Information Only - 22/01968/CONDA- Springfields Fowlmere Road Fowlmere Cambridgeshire SG8 6EZ.

Submission of details required by conditions 5 (Lighting design strategy for biodiversity), 6 (Scheme of biodiversity enhancement) and 7 (Surface water drainage) of planning permission 22/01968/FUL

From Appendix.

f) **23/00026/HFUL** - First floor side extension with front facing dormer window; Single storey rear extension. | 1 Yorke Cottages Long Lane Fowlmere Cambridgeshire SG8 7TB.

No effect on neighbours, not imposing, There had been no neighbour comments.

Proposal: To adopt a neutral stance.

Proposed: Cllr Bryan, **Seconded:** Cllr Baker Oxley
All Councillors Agreed

Resolved: Council to express a neutral stance

End of Meeting @ 20:42

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 24th January 2023 AT 7:30 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock, Cllr L Bryan, Cllr Peter Collinson, Cllr J Hobro,
Cllr S Mulholland, Cllr D Roberts, Cllr C Sargeant

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

22-23/119 Apologies for absence (LGA 1972 s 85(1))

Cllr R Lennon (illness)

22-23/120 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable interests (if any)
- c) To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

Cllr Brock had a future dispensation request in respect of correspondence received. It was agreed to discuss this in correspondence to keep the discussion in context.

22-23/121 Minutes of Previous Meeting ([click here](#))

- a) **Proposal:** That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 20th December 2022

Proposed by: Cllr Roberts **Seconded by:** Cllr Brock

All Agreed the minutes are a true and accurate record of the meeting.

- b) **Matters arising** from those minutes not covered in this agenda.
There were none.

22-23/122 Clerks Report ([click here](#))

Clerk highlighted the Kissing Gate at the Churchyard had been returned after repair. Also a map had been obtained from UK power networks "before U dig" to show the whereabouts of the underground electricity cable run at the cemetery.

Action: Clerk to contact metal detectorist to specifically verify the whereabouts of the cable.

There were no questions for the Clerk.

22-23/123 Committee Meeting Minutes

- a) **Proposal:** To receive the minutes of the Planning Committee (8th Dec 2022) ([click here](#))

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

All Agreed

22-23/124 Public Participation Session (including reports received in advance)

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

Cllr McDonald highlighted that there is now a dedicated budget for 20mph schemes. The widening of 20mph zones is now up for discussion. Fowlmere could apply for it's 20mph to be expanded to include Pipers Close. Scheme should be open to applications in the next month or so.

Bus Services are re-tendering via the Combined Authority. Currently looking at 12 month contracts, the County Council is pressuring to make this 3years to allow for better planning. £5million had been set aside to continue bus services that have been renewed. The No.26 had recently seen timetable alterations for Fowlmere services which would mean less frequency but hopefully improved reliability.

The Mayor is proposing a banded bus precept to add to the council tax of £12pa on a band D project to plug the funding gap for bus services money. Combined Authority yet to vote on that.

Roads were in a terrible state. The extreme swings of temperatures over the past few years (very hot summers - very cold winters) had meant the temporary patches are not lasting. There is an urgent review being undertaken to review repair policy and to invest in new machinery ready for next winter.

Cllr McDonald appreciated concern raised about the pavements around the village and would be happy to arrange a village walk with the Clerk and John O'Brien from Highways. Cllr Bryan suggested encouraging residents to use the online reporting tool more with an intensive social media drive to which there was general agreement.

Cllr Bryan asked whose responsibility the road from Butts Lane to Top Close was, as this was in a poor state. Cllr Hobro said, Highways had said it was not adopted and therefore claimed it was not their responsibility, however the School staff parking area (on Butts Lane) is on County Council land which suggested County responsibility. It was also noted that this road forms part of a public footpath (through to Elm Gardens onto Long Lane) which County would have responsibility for. Cllr McDonald said he would contact the legal team at County for their view and recalled that County had cleared asbestos from the site in the past which also suggested an acceptance of responsibility.

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

Cllr Hobro highlighted that the new Local Plan had been through the scrutiny committee at SCDC and would be going to Cabinet on 6th Feb.

Officers had commissioned a report on an objective assessment of Housing need of the Greater Cambridge area. It had identified that the expected number of jobs is more than first thought and this will require additional housing. One question at present are over water management. Cabinet is expected to choose 3 main large sites around Cambridge for the local plan. There is no appetite to change spatial strategy in dealing with increased numbers and policy is not to disperse development across the district.

The scrutiny committee meeting can still be viewed via the link Cllr Hobro's report.

Questions were asked about potential overflow if the 3 sites reach capacity. Cllr Hobro said the favoured option was to increase the size of the 3 main sites however it may be that a 4th site is chosen. A 4th site would need to be near a large employment site and good transport links

Making connections consultation has now closed with a record number of responses. Review and analysis would take place over the next few months. Results expected in late spring with key decisions in June.

c) Open Forum (not to exceed 15 mins)

A Resident mentioned chasing a previous report to Highways (via the link), regarding the footpath on Isons Close. A reply from a Highways Officer had stated the footpath needs resurfacing which will be completed in the new financial year.

Another resident raised the state of the pavements generally around the village and was encouraged to hear from Cllr McDonald that he was keen to arrange a village inspection.

A resident highlighted that Mill Road, a single track road, was in a particularly bad state and that there had been a nasty accident just before Xmas at the blind bend. He felt that it wasn't organised as a single track road should be and cited that good examples in the Scottish Highlands that could be looked at. Cllr McDonald thanked the Clerk for forwarding this question in advance and said that he has raised it with the Signs and Lines Officers and also the Safety team asking them to take a look. A number of single track roads have been improved in Fenland and those experiences could be used to inform improvements.

22-23/125 Road safety

a) Items reported to CCC Highways

Items can be reported by any Cllr or member of the public by [clicking here](#)

None other than those covered in the County Council update and public forum.

b) Proposal: to organise a meeting with County Cllr/Highways and LHI group for possible walk round the village to discuss pavements and other highways needs of the village.

It was agreed with Cllr McDonald, to organise a meeting with John OBrien regarding footpaths.

Speed-watch: Chris Howe had reported that due to winter daylight hours there had not been a speed-watch session however as the days lengthen it was hoped to recommence them soon.

Cllr Collinson said the speed-watch computer was having problems downloading the data from the MVAS machine, he will need to look at the computer in depth.

22-23/126 Reports from meetings attended and/or training attended

Cllr Sargeant had attended the Code of Conduct Training - He said he'd found it interesting and would recommended it.

Cllrs Bryan, Collinson and Roberts needed to be rebooked. The Clerk said the next code of conduct training was 20th June 2023.

Clerk: had attended an Internal Audit Webinar. Useful reminder of what the internal Audit is about, and what they are looking for.

Clerk: had attended a Memorial Maintenance Webinar from SLCC. Very interesting, looking at paperwork surrounding memorials, and the maintenance of memorials plus safety inspections of memorials. Suggestion is for a qualification to be completed before carrying out safety inspections of memorials, to cover the burial authority and the inspectors liability. The Clerk had recently had to lay a stone flat as it was broken in two halves and had the potential to fall. When looking at others there were a number now of concern.

The Clerk suggested she attend a course run by NAMM (National Association of Memorial Masons) which would result in a qualification "City and Guilds Safety and Assessment in Memorials" and a SIAM inspectors card. Including theory and practical sessions, plus theory and practical exams. Course cost - £325 ex vat

A discussion was had about outsourcing the task or linking with other parish councils or the PCC. SLCC and CAPALC both had no one locally they could yet recommend. The importance of safety and compliance was stated and making sure the burial authorities liability is covered. Cllr Brock suggested that the cost wasn't that prohibitive. Cllr Mulholland said that as deeds were for 99years the all headstones older than 1922 had become our responsibility again (rather than the families). The Clerk Indicated she was keen to do the course.

Resolved: For the clerk to attend the NAMM Course.

The Clerk plus Cllrs Brock, Baker-Oxley and Mulholland had attended the Community Led Housing zoom meeting. Cllr Brock said it was informative and that he would follow up with them.

22-23/127 Finance

- a) **To consider the financial situation of the council up to 19th January 2023** ([click here](#))

It was noted that the figures are still within the forecast.

- b) **To note that SCDC had accepted receipt of precept 2023/24** ([click here](#))

This was noted.

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

- Careium December £41.04 (formerly Eldercare) (LGA 1972 s137)
- DD Opus Energy approx £209 (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 ss9-10)
- Clerks Salary, NI & HMRC November (£confidential) (LGA 1972 ss112/111)
- Unity Bank Service Charge £18

- d) **Bills to be paid**

- Red Shoes Accounting Services £46.80
- Hardy Landscapes (leaf collection) £460 (Open Spaces Act 1906 ss9-10)
- Ian's Homeworks (missed invoice not paid for cycle stand installation) £180
- URC (invoice for Nov/Dec meetings) £36
- URC (invoice for January meeting) £22.50

Proposal: That Cllrs agree to pay the above invoices and bills

Proposed: Cllr Roberts **Seconded:** Cllr Collinson

All agreed

- e) **Income**

- £1 (Fowlmere Village Hall - Peppercorn rent)
- £603.67 (Savings account annual interest)

- f) **Proposal:** To engage the services of a financial advisor re: Arthur Ward endowment
Proposed by: Cllr Roberts **Seconded by:** Cllr Collinson
All Agreed

A discussion was had surrounding the number of residents using the Careium system. Clerk is struggling to make contact with Careium but will continue to try and find information. It was encouraging that 3 residents had responded to the recent advertisement of the scheme.

Action: Clerk to contact Careium re: number of residents on the scheme

22-23/128 Cemetery Management

- a) Recent and upcoming interments, memorials and transfers

There were none

- b) **Proposal:** To accept the quote for Fencing at the cemetery from Fabby Landscape

Cllr Mulholland asked for the proposal to be retracted.

Although one quote had been received, 3 quotes were needed to comply with financial regulations for this sum of money. 3 other companies had declined to quote.

Cllr Roberts suggested contacting a fencer in Heydon that Heydon PC would have details for.

Action: Clerk to Contact Fencers for additional quotes.

22-23/129 General Purposes including Trees, Grass and Hedges

- a) Monthly play equipment inspection [[Google Forms The Butts](#)] [[Google Forms The VH](#)]

Completed for January - There was a small enquiry to chase with Calloo re paint flaking on Gym Equipment.

- d) Update on 6 Trees application and Location.

Cllr Collinson and the Clerk to Draft a letter/email to send to SCDC regarding the positioning of the replacement tree. The Butts was felt the best location. It was also noted that a number of trees on the Butts now had very low branches and could benefit from a canopy lift.

Action: Clerk to organise a meeting with tree officers and Shelford Tree Surgeons, to pick specific site for new tree and to get quote for a canopy lift. Clerk to draft letter/email to send to SCDC Tree Officer regarding tree

22-23/130 Civility and Respect Pledge ([click here](#))

- a) Social Media Civility & Respect Guide and Policy ([click here](#))

Cllr Mulholland explained that this was a guidance document and suggested that it would allow us to adopt a clear policy which had good oversight from NALC and the other bodies involved. It would also make future updates straightforward.

Cllr Roberts asked if it was an unnecessary additional layer of bureaucracy that was hard to police.

Cllr Brock thought that it was helpful and instructive and would like to support the policy.

Cllr Mulholland reiterated the importance of the code of conduct training as it helped explain the context and need for these policies better than perhaps he had explained.

Proposal: To adopt the Social Media Civility & Respect Guide as policy

Proposed: Cllr Brock **Seconded:** Cllr Baker-Oxley

Majority in favour

- b) Dignity at Work Policy and Training Statement of Intent.

It was noted that in addition to all councillors attending the Code of Conduct training, a Dignity at Work Policy and Training Statement of Intent were required to take the pledge. The latter would be a particularly useful document to use when inducting new Cllrs or a new Clerk in the future.

22-23/131 Meldreth, Shepreth and Foxton Community Rail Partnership

A communication was received from the above group who liaise with Network Rail and the rail companies to seek improvement to village stations. The group is looking to re-establish after the COVID 'Break'.

Cllr Mulholland said that while Fowlmere does not have a station, it has a number of regular rail users. It would be positive to have representation, however as no Cllr is a regular rail user we might look outside the council for a season ticket holder to attend on our behalf and feedback. It was suggested that Will Nichols might be suitable and this arrangement would be similar to how the PC engages support from Chris Howe with Speed Watch.

Cllr Hobro said that there is an SCDC officer assigned to this group to offer formal support.

Discussion was had by councillors with agreement that asking a regular rail user to attend on our behalf and report back would be ideal.

Proposal: To ask Will Nichols to represent the PC on the rail partnership group.

Proposed: Cllr Hobro **Seconded:** Cllr Collinson

All Agreed.

Action: To contact Will Nichols and reply to the Rail Partnership Group.

22-23/132 Progress of ongoing projects

a) Defibrillator [update] [PC/CS]

Still waiting for LBC planning decision from SCDC

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

Cllr Collinson seeking a quote to put up a Tawny Owl box. A Barn Owl box needed a post near to but outside the Round Moat to overlook field which Cllr Collinson had agreement with a homeowner.

Cllr Collinson will need to get some more Wildflower seed to try seeding again.

Cllr Collinson is seeking a quote to make the Round moat entrance more accessible with a dropped kerb on Ryecroft Lane. More wood chip may be needed for this path.

Cambridge Water had requested a report.

c) Community Led Plan

Cllr Baker-Oxley reported the last meeting was held on 12th Jan which Emma Dyer from SCDC attended.

The questionnaire and survey were being compiled as was a constitution for the group and area data from the 2021 census was being looked at.

There was suggestion of a stall at the Coronation Fair to encourage engagement with the survey. The date of the next meeting had not yet been set.

There was a **proposal** that rather than set up a new bank account the grant funding and payment of invoices for the community led plan could go through the Parish Council.

It was suggested that 1 hr of Clerks time per month should be charged.

Proposed: Cllr Mulholland **Seconded:** Cllr Collinson

Cllr Roberts reported that she'd heard that at a Heydon PC meeting a Senior Planning Officer had questioned the worth of a community plan and asked if Cllr Hobro had been in attendance.

Cllr Hobro said he had not attended but would be the Heydon Chairman for his feedback.

d) Shaw Close Art.

Cllr Brock had a useful Conversation with Stonewater, Housing Association.

As this was not a multi-phased scheme it is not practical to wait for residents to ask for themes and ideas. They would like the PC to act as proxy and suggest a theme by the end of the month. After a discussion two themes were put forward: "Children at Play" and "Samuel Pepys"

5 Cllrs were for "Children at Play". 4 Cllrs were for "Samual Pepys". Perhaps suggest both?

Action: Cllr Brock to report back to Stonewater. Cllr Mulholland to send Cllr Brock a background on the Shaws for him to forward on to help the artist.

e) New project ideas

There were none this month.

22-23/133 Correspondence ([click here](#))

2 correspondence's regards Highways had been dealt with earlier in the meeting.

A resident had written about discussing applying for a change of use at their property. Cllr Brock and the Clerk had responded inviting them to send more detail and attend a planning meeting to present the idea.

Thriplow Daffodil Weekend Committee has asked for a liaison meeting prior to the event. Cllrs Collinson and Sargeant offered to attend with Cllr Mulholland.

An email had been received from Bidwells who wished to present new plans for the Welding Alloys site on The Way with the new owners who were proposing a new research and development centre. They will be invited to present at a planning meeting.

Cllr Brock explained that he lives in a house next to the site and requested a dispensation to continue acting as Chair of Planning on these discussions on the grounds that it would be in the village's interest for him to continue participating as a retired planning solicitor and set this against the advice received from the monitoring officer recently when a similar situation arose over the Croudace application.

There was a discussion which weighed up the potential for future legal challenge against the council using Cllr Brock's expertise. A compromise position was proposed that Cllr Brock may continue to chair but relinquish voting rights. Cllr Brock was happy with not voting.

Proposal: To grant Cllr Brock a dispensation with the restriction of voting rights.

Proposed: Cllr Collinson **Seconded:** Cllr Baker-Oxley

All agreed (Cllr Brock did not vote)

22-23/134 Agenda items to be considered at future meeting

There were none

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

The meeting was closed at 21:34

Dates of forthcoming meetings:

Planning Committee - Tuesday 7th March : Pavilion Room, Village Hall.

Parish Council - Tuesday 21st March 2023 : Pavilion Room, Village Hall.

Planning Committee - Tuesday 14th April : Pavilion Room, Village Hall.

Parish Council - Tuesday 18th April 2023 : Pavilion Room, Village Hall.

Annual Parish Meeting - Tuesday 2nd May : Pavilion Room, Village Hall.

Planning Committee - Tuesday 9th May : Pavilion Room, Village Hall.

Parish Council - Tuesday 16th May 2023 : Pavilion Room, Village Hall.



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 21st February 2023 AT 7:30 PM

PRESENT: Cllr R Baker-Oxley, Cllr L Bryan, Cllr Peter Collinson, Cllr J Hobro, Cllr R Lennon,
Cllr S Mulholland (chair), Cllr D Roberts

IN ATTENDANCE: The Clerk, and approx 4 members of the public.

22-23/135 Apologies for absence (LGA 1972 s 85(1))

Cllr Brock (Personal Commitment), Cllr Sergeant (Personal commitment)

22-23/136 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 ss31-33)

There were none

22-23/137 Minutes of Previous Meeting ([click here](#))

a) Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 24th January 2023

Proposed by: Cllr Roberts **Seconded by:** Cllr Baker Oxley

All Agreed the minutes are a true and accurate record of the meeting

b) Matters arising from those minutes not covered in this agenda.

Cllr Bryan mentioned the code of conduct training, which she stated she is looking forward to attending. Cllr Bryan raised concerns over the Civility and Respect pledge, and that appropriate behaviours' will be adopted by the Council.

Mention was made of Cllr Mulholland's behaviour at the previous Planning meeting, with Cllr Brock (Chair of meeting) calling Cllr Mulholland to order. Cllr Bryan expressed her concerns regarding an incident in the pub after the planning meeting on 9th Feb. Cllr Bryan claimed she was verbally and physically assaulted as words were exchanged between herself and Cllr Mulholland.

Cllr Bryan (then) alleged she was physically grabbed and pushed by the Clerk. Cllr Bryan made further comments surrounding the incident, and asked for it to be noted that she was seeking formal advice.

Cllr Baker Oxley asked why personal issues from outside the council meeting were being brought to the council. She would like clarification on what was appropriate and would like to have confirmation of roles and boundaries.

Action: Clerk to seek advice regarding the above.

Update on Careium: Two residents are currently using the service.

Information has been received enabling the Clerk to set two new residents up on the system.

Costings are £20 per month plus a £50 set up fee per resident.

Proposal: to continue to use s.137 money to pay for £20 per month, plus the new £50 set up fee for new residents to access the Careium scheme.

Proposed by: Cllr Collinson **Seconded by:** Cllr Baker Oxley

All Agreed

Cllr Mulholland suggested the Finance Committee discuss the re-evaluation, and control of the cost implications with adding the set up fee for the scheme, for example when 10 devices are in place.

22-23/138 Clerks Report ([click here](#))

The report was noted. There were no questions from Cllrs.

22-23/139 Committee Meeting Minutes

a) Proposal: To receive the minutes of the Planning Committee (10th Jan 2023) ([click here](#))

Proposed by: Cllr Collinson **Seconded by:** Cllr Lennon

All Agreed

22-23/140 Public Participation Session (including reports received in advance)

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

The report was noted. There were no questions from Cllrs.

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

Cllr Hobro highlighted the bus service funding and how this being looked at. SCDC have opened a Key amnesty for the month of February.

Melbourn Greenway plans have been approved by the Joint Assembly and are expected to be approved by the GCP. We hope to see improvements later this year. Cllr Hobro commented it was great to see the project moving forward.

There is now a more frequent battery collection. Bags of batteries can now be placed on top of any bin type. Additional Defibrillator funding was mentioned, as a match funding.

Cllr Roberts commented that the additional battery collection was welcome.

Cllr Roberts asked if Croudace had appealed the planning application for Long Lane as she thought the timing for this was due to expire. Cllr Hobro had not been informed of an appeal but would ask at SCDC

c) Open Forum (not to exceed 15 mins)

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

(questions received by the Clerk at least 48hrs in advance shall receive priority.)

A resident raised questions regarding:

- i) The parish council having a telephone number. Seems to be an incorrect one on the website.

Cllr Mulholland mentioned there is a plan to have a virtual telephone line.

- ii) Asked regarding the agenda item of a payment to Saker computers regarding a new laptop computer and when this was agreed.

Cllr Lennon and Cllr Hobro stated the new laptop was agreed in the last Finance meeting.

- iii) Asked regarding the replacement of the toddler swings at the Village Hall.

Cllr Mulholland mentioned the toddler swings would be looked at with the s.106 money for Shaw Close

- iv) The reseeding around the work that had taken place during the installation of the scooter park.

Cllr Mulholland said the Handyman would be asked to re-visit these jobs.

- v) Having the draft minutes available to review in advance of the meeting.

Cllr Collinson mentioned it had been discussed before. Cllr Baker-Oxley said this had been discussed by Councillors before and it had been resolved that the Council did not want draft minutes published before they were agreed. Cllr Mulholland said that if Cllrs they wished to discuss this again they should email the clerk to request for an item to go on the agenda.

Another resident asked if there was a conflict of interest regarding the Clerk and the Chairman being married, specifically regarding the incident mentioned, being impartial and fair, and whether it is against any rules.

Cllr Collinson stated that he has only seen improvements since this Clerk was appointed. He continued that he had witnessed the incident eluded to earlier, which was simply two members becoming "hot headed".

Cllr Collinson further stated there is no more conflict with a husband and wife, than having a mother and daughter on the council.

Cllr Mulholland said that advice had been taken from CAPALC at the time of the Clerk's application and that it was not an issue.

22-23/141 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 has reported the potholes near the speed bump on Long Lane

Cllr Lennon will report the large pot hole at the Chrishall Road/Pipers close junction.

b) Pavements / village walk update

Cllr McDonald and the Clerk awaiting a date from the Highways Officer.

c) Butts Lane and footpath towards Top Close update

Cllr McDonald had emailed Highways suggesting that County have responsibility for the footpath and the road from the school up to top close due to it being a public right of way. This will be highlighted when the village walk takes place with the officer.

Cllr Hobro asked for clarification if the County Council have accepted that road is adopted or if they have just accepted the responsibility for maintenance. The reporting tool shows it has not been adopted so reports via that get automatically deleted.

Action: Cllr Hobro to follow up with SCDC and Cllr McDonald regarding the this part of the Highway.

d) Mill Road update

Highways have advised that work to the improve the road and add any new passing places would need to be considered as an LHI/PFLHI. Current passing places that need repair should be reported via the CCC Highways link.

e) LHI working group

The Clerk located previous LHI files, and shared via an iCloud folder to Cllrs who previously volunteered for the LHI working group, some Cllrs stated they had been unable to open the folder. Cllr Lennon asked if we could co-opt a non councillor onto the LHI working group. It was confirmed that this was acceptable.

Action: Clerk to move the folder to Dropbox and re-invite.

22-23/142 Reports from meetings attended and/or training attend

Cllrs Collinson, Mulholland, Sargeant & Mr Burge attended a liaison meeting with Thriplow Daffodil Weekend committee members. Discussion included:

- traffic and parking management in Fowlmere and the opportunity for Fowlmere community groups to apply for grants.
- Cones being dropped off and collected from Ian Wilson's driveway. These will be placed outside residents homes along Fowlmere Road, towards Thriplow restricting Daffodil Weekend visitors parking, but not residents parking. The importance of this street being leafleted keeping residents informed was highlighted.
- Cones to be placed out by Cllr Collinson and Mr Burge.
- The Council wished to minute thanks to Ian Wilson & Peter Burge for their support.

Clerk had attended "Year End and Audit" webinar hosted by CAPALC

Clerk had attended online SCamb's Police liaison meeting. Cllr Collinson plans to attend these meetings and Cllrs can bring items to his attention.

22-23/143 Finance

a) To note: The financial situation of the council up to February 16th 2023 ([click here](#))

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

- Careium January **£42.42** (formerly Eldercare) (LGA 1972 s137)
- DD Opus Energy approx **£209** (Street Lighting) (Highways Act 1980 s301)
- DD EDF Energy Cemetery **£11** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£19.00** (Cemetery Bin Collection) (Open Spaces Act 1906 ss9-10)
- Clerks Salary, NI & HMRC (**£confidential**) (LGA 1972 ss112/111)
- AED Donate **£1415.83 ex vat** (Defibrillator) (Public Health Act 1936 s.234)
- Saker Computers **£785 ex vat** (MacBook Air)
- Fowlmere Village Hall **£48** (LGA 1972 s134)
- NAMM Training **£350 ex vat** (SIAM Training) (Open Spaces Act 1906 ss9-10)

b) Bills to be paid

- SLCC **£146** (annual subscription) (LGA 1972 s143)
- Scribe **£311.04 ex vat** (annual subscription) (LGA 72 s.151)
- Shelford Tree Services **£1250.00 ex VAT** (Open Spaces Act 1906 ss9-10)

Proposal: That Cllrs agree to pay the above invoices and bills.

Proposed by: Cllr Collinson **Seconded by:** Cllr Lennon
Majority Agreed.

c) Income

- None this month

d) Financial advice update

Chairman contacted a villager, who works in financial services, but in IT.

Clerk has contacted CAPALC, who have recommended Parkinson Partnership for advice - we are awaiting a response.

e) To note: The Department of Levelling up, Housing and Communities advised that the appropriate sum for the purpose of section 137(4)a of the LGA 1972 for parish and town councils for 2023-24 is £9.93 Census population (2021) 1295 - can spend up to £12,859.35

22-23/144 Notification of an application for a new Premises Licence ([click here](#))

Store at Deans Farm, Long Lane, Fowlmere, SG8 7SD

Ginmeister, Pinkster Gin, The Store, Deans Farm

Retail application for offsite consumption, Mon-Sat 9-6.30pm

Discussion was had as to which building on the site would be used.

It was noted that Pinkster Gin seemed to have vacated their site in Newton and seem to have moved their operations to this site in Fowlmere.

Potential for increased traffic to the site was mentioned, along with the potential for additional employment in Fowlmere.

Action: Clerk to ask which barn on the site this application relates to.

Proposal: To support / be neutral / object to this application

This proposal was not put forward, pending further information.

22-23/145 Notification on a Consultation on revising the National Policy Planning Framework (NPPF) [\(click here\)](#)

Cllr Brock had circulated a briefing note. Cllr Hobro expanded that this item was mainly for information as the consultation, while open to Parish Councils, is primarily aimed at Planning Authorities such as SCDC.

Cllr Brock's note suggested it was important that Cllrs be aware of the changes that are being proposed, but he did not see the merit in the PC responding to the consultation.

After a brief discussion all Cllrs agreed with Cllr Brock's suggestion.

22-23/146 Cemetery Management

- a) Recent and upcoming interments, memorials and transfers
There had been none.
- b) Quotes for Fencing.
Two further companies have attended for a site visit. Awaiting quotes
- c) Churchyard maintenance query by Cllr Sargeant.
Why does the Parish Council look after and pay for maintenance at St. Mary's Churchyard
This item was deferred in Cllr Sargeant's absence.

22-23/147 General Purposes including Trees, Grass and Hedges

- a) Monthly play equipment inspection [*Google Forms*]
To be carried out tomorrow.
- b) Rospa inspection - April £75 per zone (*Butts and Village Hall*)
- c) Update on 6 Trees application and Location "Kings Oak" [PC]
Cllr Collinson had taken delivery of tree. Clerk and Cllr Collinson had a meeting with Shelford Tree services to discuss an appropriate place to plant the tree. Clerk has emailed the Tree Officer at SCDC awaiting response. Location to be at the top end of the Butts, away from footpaths and the football pitch to give the tree a chance to grow.
- d) Canopy lift on the Butts - Quote ([click here](#))
Proposal: To accept the quote from Shelford Tree Services.
It was noted that the quote was very reasonable quote for the work included.
Proposed: Cllr Collinson **Seconded:** Cllr Bryan
All agreed
- e) **To note:** Emergency Tree Work on Ryecroft Lane
This work was recommended by Shelford TreesServices during a Round Moat meeting with the Clerk, and a further meeting was had with Cllr Sargeant and Cllr Mulholland. It was felt that the horizontal nature of the growth across the road plus the additional weight added to the limbs by substantial ivy had created a high risk of failure. The haste was to be ahead of nesting season and avoid a 6month delay.
Quote had been emailed to all Cllrs and 6 (a majority) had responded, all in favour.
Leaflets were delivered to the houses affected due to traffic management needed.
Cllr Collinson said the work had been well received by the Friends of the Round Moat and also by Residents of Ryecroft Lane. The bark chippings had been placed in the round moat to be spread on the footpaths. Cllr Collinson thanked the Clerk for her swift action.
Action: Cllr Collinson to organise a working party to spread the bark chippings.

22-23/148 Coronation Weekend

- a) National Lottery Funding application for Fair ([click here](#))
Cllr Lennon explained a separate events committee with Trustees was being set up to host an annual fair and were waiting confirmation from the charities commission. As there are grants available for the Coronation Weekend, would the PC be prepared to apply on their behalf for a set list of items if this is delayed further. This would cover the main capital expenses, such as GigTent, Toilets, Rubbish Bins & First Aid provision.
There was a discussion about using the PC account for what was a non PC event. It was explained that the grant would only pay for the set list of items and nothing else. Any stallholder income from the day would be kept by the stallholder (eg: Football club or Cricket club). Income from the Bar and BBQ (via a SumUp machine) would ideally go into the Trustee account but the PC account may needed as a back up if this is not yet in place. Money raised would then be divided between the participating groups. It was suggested that this arrangement be checked with CAPALC.
Action: Clerk to check this arrangement with CAPALC.
Proposal: To apply for a grant on behalf of organising group if CAPALC agree.
Proposed: Cllr Collinson **Seconded:** Cllr Baker Oxley

All agreed.

b) The Big Help out (Monday 8th May) ([click here](#))

A national scheme to encourage community "help out" as part of the Coronation Weekend.

After a discussion it was agreed that the Coronation Fair was already using a number of volunteers and Friends of the Round Moat was already providing volunteering opportunities even if not specifically on this date. Cllr Collinson mentioned the aim being to volunteer for charities mentioned on the Big Help Out site.

c) "Coronation Wildflowers" for every household. ([click here](#))

The Clerk had seen on a forum that other Councils were arranging coronation momentos. One such idea was for a packet of wildflower seeds which seemed to resonate with the King's ecological beliefs.

After a discussion it was agreed to get some costings. It was also suggested that they could be handed out at the Fair rather than be delivered to each house.

Action: Clerk to get costings.

22-23/149 Progress of ongoing projects

a) Defibrillator [update] [PC/CS]

Planning Permission has been approved. The equipment has been ordered and paid for. AED donate have all the information they require regarding on site pictures etc.

Waiting for an installation date.

b) Round Moat Pebble Fund [update] [PC] ([click here](#))

Proposal: To accept quote for Tawny Owl Box installation

£150 + Vat - Pebble fund

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

All Agreed

c) To note: Permission granted for dropped kerb at Round Moat to improve disabled access ([click here](#))

To improve disabled access to the Round Moat the sign and will need to be placed in an alternative location, along with the removal of two trees - this has been quoted for by Shelford Tree Services. The path could then meet the proposed site for the dropped kerb. Quotes needed for dropped Kerb.

Proposal: To accept quote from Shelford Tree Services to remove these trees.

Proposed: Cllr Collinson **Seconded:** Cllr Roberts

All agreed

Action: to get quotes for Dropped Kerb

d) Community Led Plan [RB]

Draft questionnaire is being converted into smart survey. The plan is to use to Coronation Fair to promote the survey and encourage residents to fill it in.

e) Shaw Close Art Project - Update ([click here](#))

To note: Reply received by Cllr Brock from Stonewater.

f) New project ideas

Cllr Bryan - The cemetery Chapel parque floor had previously been discussed as needing some refurbishment.

Action: Cllr Bryan look at obtaining some quotes.

22-23/150 Correspondence ([click here](#))

The correspondence were noted.

22-23/151 Agenda items to be considered at future meeting

Cllr Collinson noted the fixed 30mph Speed Signs on London Road no longer work. Could they be fixed or if this is not possible should they be removed.

The meeting was closed at 21:00

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.



**MINUTES OF THE MEETING OF
FOWLMERE PARISH COUNCIL PLANNING COMMITTEE**
which was held in the Pavilion Room, Fowlmere Village Hall on
7th March 2023 AT 19:30 PM

PRESENT: Cllr D Brock (in the Chair), Cllr L Bryan, Cllr P Collinson,
Cllr R Lennon, Cllr S Mulholland, Cllr D Roberts,

IN ATTENDANCE: The Clerk, and approx 4 members of the public.

22-23/P63 Apologies for absence (LGA 1972 s 85(1))

Cllr R Baker-Oxley (Personal Commitment), Cllr J Hobro (Work Commitment),
Cllr C Sargeant (Personal Commitment)

22-23/P64 Declarations of interest & requests for dispensations in agenda items
(Localism Act 2011 s 31 s33)

Cllr Brock reminded Cllrs regarding his declaration of interest on Agenda item P69

Cllr Roberts asked if Cllr Brock's dispensation was agreed to be 4 years as stated in item 22/23/P55. Cllr Brock said that is what he had written in his dispensation request which had been approved. Cllr Roberts queried if this was legal. Cllr Mulholland suggested the date of the next election might be more suitable to allow a new council to make their own decision. Both Cllrs Brock and Roberts were content with this. There were no other Declarations of interest

22-23/P65 Minutes of Previous Meeting ([Click here](#))

a) **Proposal:** That Fowlmere Parish Council agree the minutes of the Parish Council Planning Committee meeting held on 9th February 2023, as circulated.

Proposed: Cllr Collinson **Seconded:** Cllr Lennon

Before a vote was taken Cllr Bryan proposed an amendment.

Cllr Bryan questioned the style in which the minutes had been written and requested that page38 paragraph 3 be reworded [for text see proposal] and that page38 paragraph 7 be lifted and placed below paragraph 2.

Cllr Collinson said that lengthy alterations should be sent in advance and that he was happy with the minutes as written.

Cllr Roberts spoke in support of Cllr Bryans proposed alteration.

There was a discussion between Cllr Brock and Cllr Bryan to formalise the wording of Cllr Bryan's proposed amendment.

Proposal: Text of page38 paragraph 3 to be changed to "Cllr Bryan suggested that the projected 25% drop in pupils within the next few years was multi-faceted and couldn't be solely attributed to as previously suggested, dropping birthrates in South Cambs. Comparably, a neighbouring school doesn't appear to be experiencing the same predicted drop in pupil numbers having just gained planning permission for a new permanent classroom". Followed by Cllr Brock and Cllr Baker Oxley's comments, then, " Cllr Roberts acknowledging that Foxton Primary school appears to also be facing similar number challenges to Fowlmere. However, Thriplow School appeared to not be facing the same level of challenge, suggesting the problem may not be level across surrounding village schools", and for paragraph 7 to lift to below paragraph 2.

Proposed: Cllr Bryan **Seconded:** Cllr Roberts

The vote was: 2 for, and 3 against. The amendment was not agreed.

Cllr Brock returned to the original proposal.

Proposal: That Fowlmere Parish Council agree the minutes of the Parish Council Planning Committee meeting held on 9th February 2023, as circulated.

Proposed: Cllr Collinson **Seconded:** Cllr Lennon

The vote was: 3 for, and 2 against. The motion was Agreed

Cllr Roberts and Cllr Bryan requested their vote against, be recorded.

22-23/P66 Chairman's information (Info Only)

This item was deferred to the end of the meeting.

22-23/P67 Public Participation Session (15mins)

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

A resident suggesting taking recordings of meetings to save problems with the minutes in future.
Cllr Brock noted the suggestion.

22-23/P68 Planning appeal update

To note: The submission of representations by FPC on Appeal reference APP/W0530/W/22/3313661, Application reference 22/03406/OUT, 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, Land North of Field Side Thriplow Road Fowlmere Cambridgeshire (“Triangle two”).

Cllr Brock confirmed the PC’s representation had been submitted and noted the appellant’s appeal document was inaccurate when referring to some of the PC’s comments and had sought to correct these in the PC’s response. He asked for the site visit to be an accompanied visit, so the PC can make sure it’s comments are understood.

Cllr Roberts asked if the PC would be able to go on the site visit - Cllr Brock replied yes.

As the date was not yet known, he asked for a volunteer to stand in if he was not available.

Cllr Collinson offered and suggested a checklist for assistance.

22-23/P69 GenTwo proposals for an R&D Centre at land off The Way.

Cllr Brock updated: GenTwo had a 2nd pre-application meeting with SCDC and were meeting the SCDC Design Panel on 9th March, with the hope of a public consultation w/c20th March at the Village Hall, date TBC. He had been in discussion with Bidwells and the clerk about further dialogue and forming a working party.

Concerns were raised about a working party, mentioning care should be taken about the PC overstepping the mark and avoiding accusations of pre-determination. It was suggested Cllr Brock meet the developer alone.

Mention was made that by steering the proposals at an early stage could benefit the village.

Cllr Brock clarified his view of the working partying.

- The applicant was currently receptive and wanted to continue a dialogue.
- Probity was important but lone attendance was not a good idea.
- Pre-determination could be dealt with by a clear statement at the outset.
- He suggested a small group of 3 Cllrs with the Clerk attending too, reporting back to the council.

It was mentioned that Cllr Hobro (as DC) had asked if planning officers would be able to attend meetings, of which there was no guarantee, and SCDC offered no comment on the meetings taking place.

The Clerk attending was questioned; Cllr Brock said the Clerk’s attendance would be to notate the PC’s account of what was said.

There was a suggestion the words “Working Party” could be changed to “Liaison Group” to make it’s role clearer. It was agreed that Liaison Group would be more suitable.

Cllr Brock asked for 2 Cllrs to join him in the Liaison Group. Cllr Bryan and Cllr Mulholland volunteered.

Proposal: to establish a Liaison group to update and consult with GenTwo on their proposals consisting of Cllr Brock, Cllr Bryan and Cllr Mulholland with the Clerk to attend where possible.

Proposed: Cllr Brock **Seconded:** Cllr Collinson

All Agreed.

22-23/P70 To discuss and agree the planning committee’s approach on planning applications for development of existing dwellings

Discussions were had regarding the Planning committee’s policy of being neutral rather than supporting domestic applications.

Mention was made of the the council being the residents’ voice.

Concerns were raised of an unconscious bias in supporting some but not other applications, with the wording no objections being put forward to use.

Options of objecting with material considerations, and supporting applications with a village benefit were mentioned, including, where there is no adverse affect on neighbours, to support home improvement applications.

Cllr Brock mentioned with the current position, a presumption of neutrality had been adopted before he became a Cllr. He raised concerns of the effort needed for the applications received, some of which are substantial, and concerns for the efficiency of meetings and use of the Councils time if a decision was to move away from the current position.

Proposal: That the council does not have a presumption of neutrality on existing domestic planning applications.

Proposed: Cllr Roberts **Seconded:** Cllr Bryan

The vote was tied 3-3. Cllr Brock used the Chair's casting vote in favour of the status quo (against the motion) and the motion was not passed.

22-23/P71 Request by Cllr Roberts that the Chair of Planning Committee notify the council prior to attending meetings with SCDC officers and others (see item 22-23/P62)

Discussions were had surrounding representatives of the PC going to SCDC for planning meetings and appeals and having the Councils authority. This was in comparison with information gathering meetings, as in this case with Cllr Brock, and Cllr Hobro meeting with officers at SCDC. Cllr Brock made it clear no representation had been made on this occasion.

Cllr Brock mentioned advice received stating there was no reason against Cllrs speaking to officers as long reports are made back to Council.

A motion was not proposed.

23-23/P72 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) [23/00514/S73](#) - Ion Science, The Butts Business Centre, Fowlmere, S73 application to vary condition 2 (Approved plans)

A short discussion was had, supportive of the application.

Proposal: To adopt a supportive stance.

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

All Cllrs agreed

- b) [22/03922/HFUL](#) - 48 Chapel Lane, Fowlmere

Roof conversion with increased ridge and eaves heights and associated infrastructure. Resubmission of 21/04872/HFUL

Cllr Brock explained that it is the practice of this council is not to comment applications made by one of our own Cllrs.

Cllr Bryan mentioned she had been approached by residents regarding the the comments that had been made on the last proposal of this application. After a brief discussion it was agreed that the council would send the following.

"The applicant is a Parish Councillor, our policy in such cases is not to comment. We apply that policy to this application. Out of an abundance of caution we draw attention to an earlier application ref 20/05182/HFUL made before the applicant became a Parish Councillor."

Proposal: To send the agreed wording.

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

All Cllrs agreed

Resolved:

The following applications are for **information only**.

For Information Only -

- c) [23/0198/TTPO](#) - RSPB Reserve Mill Road Fowlmere

T.1 Ash - Fell to ground level due to Ash dieback. Risk of failure over footpaths

T.2 Ash - Fell to ground level due to Ash dieback. Risk of failure over footpaths

T.3 Ash - Fell to ground level due to Ash dieback. Risk of failure over footpaths
Cllr Collinson made supportive comments.

22-23/P66 Chairman's information (Info Only)

This item was deferred to the end of the meeting.

The Chair reminded councillors of the need for proper behaviour at all times and that at the Planning Committee meet on 25th Aug last year he had drawn attention to the need for orderly and constructive meetings.

He said, during the last agenda item of the meeting on 9 February, Cllr Mulholland had got up from the table, gone to the front of the room where the public had been sitting and had stacked the chairs. This had made it difficult to hear Cllrs Bryan and Roberts. The Chair had needed to call Cllr Mulholland to order. Contributions on the item had then ended and the meeting had been closed.

The Chair reported he had met with Cllr Mulholland and had told him that his behaviour had been inappropriate. Cllr Mulholland had apologised to the Chair.

The Chair reminded the committee that earlier in the meeting of 9 February Cllr Roberts had referred to the Clerk in a disparaging tone of voice as "Madam Clerk". The Chair stated this is not the correct form of address. The chair reminded members that they are to be respectful to others in meetings. He reminded them that he had said at a recent meeting that members are to be polite.

The chair asked Cllr Roberts to give a sincere apology to Mrs Mulholland, the Clerk.
Cllr Roberts refused to do so.

21:02 Meeting Closed

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 21st March 2023 AT 7:30 PM

PRESENT: Cllr L Bryan, Cllr Peter Collinson, Cllr J Hobro, Cllr R Lennon,
Cllr S Mulholland (chair), Cllr D Roberts

IN ATTENDANCE: The Clerk, and approx 10 members of the public.

The Chair had been informed that a member of the public was intending to record the meeting. While there is nothing to prohibit this the chair wished to inform all present that it was taking place. Cllr Bryan stated that she was intending to record the meeting also.

22-23/152 Apologies for absence (LGA 1972 s 85(1))

Cllr Baker Oxley (personal commitment), Cllr Brock (personal commitment), Cllr Sergeant (personal commitment)

22-23/153 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

No declarations were received.

22-23/154 Minutes of Previous Meeting ([click here](#))

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 21st February 2023.

Cllr Bryan requested a substantial change to **22-23/137b**

Cllr Collinson expressed the view that large amendments should be emailed in advance. After a discussion the was voted upon with 2 in favour, 2 against and 2 abstaining. As such the changes were not adopted.

Cllr Bryan then requested that in **22-23/137b** the word “views” be changed to “concerns” and that “argument” be changed to “incident” (twice).

Proposed by: Cllr Bryan **Seconded by:** Cllr Hobro

Majority agreed the amended minutes.

22-23/155 Clerks Report ([click here](#))

There were no questions.

22-23/156 Committee Meeting Minutes

a) **Proposal:** To receive the minutes of the Planning Committee (9th Feb 2022) ([click here](#))

4 Cllrs voted in agreement: Cllr Roberts and Cllr Bryan voted against receiving the minutes

Majority Agreed to receive the minutes.

22-23/157 Public Participation Session (including reports received in advance)

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

Cllr McDonald had sent apologies.

Cllr Roberts asked for feedback on the meeting at the County Council today. It was hoped this would be in next months report.

Cllr Collinson asked for update on the potholes at the War Memorial - part of the road had been cordoned off today but the potholes had not been filled. The Chair said it looked like it had been for water works.

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

Main items to highlight:

£200,000 cost of living support, extending support - information making sure those who are eligible, know they are eligible and are aware of the support.

Focus on foodbanks to link with local unused food stuffs.

Budget and business plan for the next Council Tax year was agreed at the meeting in February.

Focus on for residents: fly-tipping, parking enforcement, new mobile warden scheme, business support and several key environmental goals

Council tax increase for Band D of £5 per year

Housing plans were also agreed - hoping to build 75 council houses.

Joint Campaign between leaders of Council and opposition, spearheaded “debate not hate“- aim to forge a constructive way of working together.

Cllr Collinson asked if there was a hotline to reporting fly-tipping and fly-tippers. Cllr Hobro said there was a Green button on SCDC website to report fly-tipping. Question asked if SCDC had fly-tipping posters.

c) Rail user group report:

Will Nichols had attended the Rail user group on behalf of FPC. 1st time Fowlmere represented on the group, which reflects the importance of the three local stations for local residents, businesses and students using services to attend 6th Form college.

Kings Cross to Cambridge service is improving: approx 78% services departing on time.

New timetable on 20th May- with re-timings, plus some trains now stopping at Alexandra Palace.

Work to improve access for those with disabilities at Meldreth Station is going ahead.

Cambridge South Station: works have started for the construction of a platformed station next to Cambridge biomedical campus

Update on Meldreth planned road level crossing upgrade to full barriers: While this will improve rail safety there are concerns it will have large impact on residents travelling over the crossing, as barriers will typically be down for 36 mins per hour rather than 6 mins per hour. This caused concern among Cllrs.

Will was thanked for attend on behalf of FPC.

c) Open Forum (not to exceed 15 mins)

A resident asked about the purchase of the clerk laptop and where this was agreed.

It was explained that this had been discussed and agreed in a finance meeting. Those minutes were still in draft as there had not been another finance meeting but would be published when approved.

The resident then asked about the re-seeding of grass seed around the scooter park.

The Chair had met with the handyman that morning and it is on his to-do list.

The resident then asked about Shaw Close which appeared to be at a standstill and they requested consideration be given to replacing the toddler swings at the village hall

The resident then asked about a PC telephone number.

This was on the agenda for approval later in the meeting.

22-23/158 Road safety

a) Items reported to CCC Highways

Items can be reported by any Cllr or member of the public by [clicking here](#)

Cllrs had reported many potholes across the village, including the War Memorial and the Bus stop on Chrishall Rd.

The potholes at the War memorial were mentioned as a particular concern and should be raised with Cllr McDonald. Cllr Hobro said he'd attended meetings (as DC) with Cllr McDonald who was working hard on the many pothole problems. He also reminded Cllrs they can email Cllr McDonald themselves regarding any issues or use the reporting link.

Cllr Hobro has reported The Drift (Thriplow-Whittlesford) section to the PROW - He's had a response to say they would add earth and grass seed this spring

b) Pavements / village walk update [Clerk]

An Email from Cllr McDonald has stated it is still on his agenda to have a village walk round, awaiting suitable dates from Officer.

c) LHI working group update [JH, RL, LB, PC]

The working group had met and discussed

- Assessing the current traffic calming
- Ideas to improve traffic management
- Immediate plans for 20mph application (deadline 30 April)

Put together a brief survey to be sent out to Pipers Close/Chrishall Rd and London Rd to extend the 20mph to Shaw Close. Hope to distribute over the next few days.

It was planned to run ideas past Josh Rutherford (project delivery officer) before submission.

Working group are aware that this isn't the only traffic trouble spot and other areas will need to be looked at too.

d) To Consider: The purchase of wheelie bin stickers to aid speed reduction through the village. [RL]

Can get hold of the wheelie bin stickers - £95 for 100 stickers.

Discussion was had regarding number of stickers and distribution. Agreed to put one through each door.

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

Resolved: To purchase wheelie bin stickers to aid speed reduction through the village

22-23/159 Reports from meetings attended and/or training attended

Cllr Roberts has accessed CAPALC training session on planning.

22-23/160 Finance

a) **To note:** the financial situation of the council up to March 16th 2023 ([click here](#))
Cllr Roberts asked regarding the investment advice being sought for the Ward Endowment. Emails had been exchanged with Steve Parkinson from Parkinson's Partnership and we were waiting further responses. Cllr Lennon mentioned she is also awaiting information regarding investing. She mentioned the £85,000 protection limit and that we might need to spread the investments.

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

- Careium February **£38.31** (formerly Eldercare) (LGA 1972 s137)
- DD Opus Energy approx **£196.77** (Street Lighting) (Highways Act 1980 s301)
- DD EDF Energy Cemetery **£11** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£19.00** (Cemetery Bin Collection) (Open Spaces Act 1906 ss9-10)
- Clerks Salary, NI & HMRC November (**£confidential**) (LGA 1972 ss112/111)
- Fowlmere Village Hall **£48** (meeting room hire) (LGA 1972 s134)
- SLCC **£52.30** (new blue book) (LGA 1972 s143)
- 2Commune **£750.00** (web hosting) (LGA 1972 s142)
- Shelford Tree Services **£500** (Butts Canopy Lift) (Open Spaces Act 1906 ss9-10)
- Ian's Homeworks **£123.96** (Butts play equip maintenance) (Open Spaces Act 1906 ss9-10)
- Ian's Homeworks **£220.00** (Kissing Gate) (Open Spaces Act 1906 ss9-10)
- Doro Care UK (Careium) DD **£70** (LGA 1972 s137)
- Doro Care UK (Careium) DD **£70** (LGA 1973 s137)

c) Bills to be paid

- Unity Bank **£18** (Bank Fees) (LGA 1972 s)
- Source for Business **£83.05** (Cemetery Water Supply) (Open Spaces Act 1906 ss9-10)
(Will be changed to a Direct Debit)
- CAPALC **£120** Code of Conduct Training Cllrs x 3

Proposal: that Cllrs agree to pay the above invoices and bills

Proposed by: Cllr Mulholland **Seconded by:** Cllr Roberts

All Agreed.

d) Income

- EDF **£150** alternative fuel payment

e) To Consider: Quote for internal audit ([click here](#))

Proposal: To accept the above quote

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

Resolved: Accept the quote for the internal Auditor

f) **Proposal:** To set up virtual landline as set out in briefing note ([click here](#))

There were no further questions

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

Resolved: Accept the quote for the virtual landline

g) **Proposal:** To trigger 2 year contract extension with Hardy Landscape for grass cutting as per 2020 contract with 5% uplift ([click here](#))

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

Resolve: Accept the uplift of Grass cutting and 2 year contract extension

h) **To note:** Business Waste and Recycling collection increase of 8% (£1.52) from April 1st 2023

22-23/161 Cemetery Management

a) Recent and upcoming interments, memorials and transfers

There have been no burials. 1 memorial stone has been placed.

b) **To Consider:** Quotes for Fencing ([quote 1](#)) ([quote 2](#)) ([quote 3](#))

A discussion was had around the three quotes. Which were all for the same style of livestock fencing. It was proposed that quote number three be accepted.

Proposal: To accept one of the above quotes.

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

Resolve: To Accept Quote 3 for putting up a fence at the cemetery.

22-23/162 General Purposes including Trees, Grass and Hedges

a) Monthly play equipment inspection [Google Forms]

The Chair and Clerk had completed the inspections no problems to note.

Cllr Roberts asked about new Toddler swings at the village hall. The current position was to use the s106 money when it is received from the Shaw Close development. Shaw Close had been delayed due to waiting for National Grid to install a new electrical sub-station. A discussion was had about use of s106 money, it's timeframes and flexibilities. It was agreed to obtain some quotes for toddler swings and to discuss further.

b) To Consider: Quote for repair of rail fencing around The Butts ([click here](#))

Proposal: To accept the above quote

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

Resolve: To accept the quote for works

c) To Consider: Placing "keep dogs on lead" signage for the round moat following dog attack on wildlife (*see correspondence*)

There had been a dog attack on a muntjac in the Round Moat. The Dog was off lead and out of control. The attack was witnessed by residents one of whom had to put down the muntjac once the dog had gone. Unfortunately the dog owner was unknown. Concern over whether a child might be attacked was expressed. Advice had been sought from the police but without the identity of the owner they were unable to help. It was discussed that the Round Moat, was becoming more like a nature reserve with an abundance of wildlife and is used by the School and Playgroup for "forest schools". The possibility of a complete dog ban was raised but the majority felt this might be difficult to police and a keep on lead policy might be a better first step. There have been no other attacks, and elderly residents who find the longer dog walks difficult can walk their dogs there on a lead.

Cllr Collinson agreed to come up with some suitable wording and then quotes to be sought.

Proposal: To seek quotes for signage

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

Resolve: To seek quotes for signage

d) Fire Engine Shed [LB]

Cllr Bryan said that the door to the shed is now in a bad state of repair and had caused problems for the Thrift Sale accessing the rails they keep in there. She had also noted the render was falling off. She'd reported this to the Clerk who'd arranged for it to be screwed shut to make safe.

Cllr Bryan felt that we should look into repairing it as it was built in 1908 and had historic value for the village. It was noted that the PC had spent £2695 on it in 2017. Questions were asked as to whether the Parish Council owned the land that it was on. While the PC had accepted responsibility for the maintenance of the structure in the past, the issue of ownership was still outstanding.

Cllr Hobro wondered if the render issues were to do with moisture getting into the lime mortar. Advice could be sought from Anthony Godfrey.

Cllr Mulholland was not keen to spend any more money on it and that an alternative storage arrangement could be looked into for the Thrift rails.

It was agreed that Cllr Bryan would speak with Anthony and that some quotes could be obtained.

22-23/163 Coronation Weekend

a) To note: Fowlmere Events Committee running the Coronation Fair on the Butts is now able to be financially independent and no longer required the PC to act as a backup solution.

22-23/164 Progress of ongoing projects

a) Defibrillator [update] [PC/CS]

The Defibrillator has been received, potential installation date of 28th March, waiting on confirmation.

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

To consider: Quote to relocate bench in Round Moat ([click here](#))

Proposal: To accept the above quote

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

Resolve: To accept the quote

c) Men's Shed Update. ([click here](#))

Practical Activity to promote Mental health and combat loneliness. Being driven by Shepreth PC

Proposal: To nominate a Cllr to attend meeting on 28th March.

No one available, but still interested. Request to be kept informed.

d) New project ideas

There were none.

22-23/165 Correspondence ([click here](#))

The Chair noted the first 4 email correspondences needed to be deferred as they related to Cllr Bryan's account of the argument in the pub which had omitted some details and exaggerated others. It also included a false allegation of assault against the Clerk. This allegation has been reported to the monitoring officer. Until we hear back from the monitoring officer it will not be appropriate to comment further.

The dog attack correspondence had been discussed earlier.

A phonecall had been received from Newlings Funeral Directors requesting a plot from a family not connected to Fowlmere. While this had been declined it was useful to note that all the cemeteries in Royston are currently full.

2 emails to the clerk regarding a dangerous tree near Appleacre. Cllr Lennon had been contacted about this too. While it was probably on County Council land, the potential for the tree to fall was felt to be high and so the Clerk contacted Shelford Tree Services who were able to make it safe free of charge. Thanks were expressed for their swift action.

Email correspondence with The Thrift Sale had revealed that they had lost the key to the shed which meant the door had been forced which had led to the problems when putting the rails back.

Speedwatch - Chris Howe had emailed about getting sessions running again in the better weather. A discussion was had around encouraging new speedwatch recruits.

22-23/166 Agenda items to be considered at future meeting

There were none.

Meeting closed 21:00



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 18th April 2023 AT 7:30 PM

PRESENT: Cllr R Baker-Oxley, Cllr D Brock, Cllr L Bryan, Cllr Peter Collinson, Cllr J Hobro,
Cllr R Lennon, Cllr S Mulholland (chair), Cllr D Roberts

IN ATTENDANCE: The Clerk, and approx 13 members of the public.

22-23/167 Apologies for absence (LGA 1972 s 85(1))

Cllr Sergeant (personal commitment)

22-23/168 Declarations of interest in agenda items

(Localism Act 2011 s 31 s33)

Cllr Brock reminded Cllrs regarding his dispensation on agenda item 175.

The Chairman reminded Cllrs that the May meeting will be the PC's AGM and it is a good opportunity for members to revisit and update their Declared Register of interests where necessary.

22-23/169 Minutes of Previous Meeting ([click here](#))

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 21st March 2023.

No comments had been emailed in advanced.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Collinson **Majority agreed.**

22-23/170 Clerks Report ([click here](#))

There were no questions.

22-23/171 Public Participation Session (including reports received in advance)

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

Highlighted points:

- Ongoing support from the £7.1million Household Support Fund which includes Food Vouchers for children during the school holidays. Plan to extend this model to people who are struggling financially. Families are identified by those who are in receipt of free school meals or receiving Universal Credit. Useful for the PC to be aware and to point residents in the direction of the information.
- Cambourne to Cambridge Bus Link. If this passes it will secure the developments taking place at Cambourne, West Cambourne and Bourn Airfield, approx 6,500 houses, and becomes part of the local plan. This means that potential development is still limited in villages/parishes that Cllr McDonald represents.
- Potholes - 2022 65,000 pot holes to repaired. Approx 100,000 to repair this year. It is a County wide problem. Usually 3 crews on repairs, now 8 crews. Very aware of the War Memorial problem in liaison with Cllr Hobro. Highways and the contractors spoken to today. Area will be re-marked tomorrow and has a job number assigned. Once marked up normally fixed within 10 days. Will update after highways have visited the site. Asked why the work was not done a few weeks ago when it had previously been marked up Cllr McDonald apologised saying it had slipped through the net due to the scale of the county wide pothole problem. The 8 crews are struggling to keep up. 1500 potholes are currently being repaired each week.

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

Highlighted points:

- Building control has won an award.
- Enforcement - focus on fly tipping, with some fines issued, there is an easy way of reporting fly tipping via SCDC website. ([click here](#))
- Problem on A505 at Flint Cross with a breach of planning. An entrance being used with dangerously with large vehicles entering and exiting directly onto the A505. Enforcement Notices now issued. If anyone notices large vehicles and breaches to let Cllr Hobro know.
- There will be an announcement on East West Rail (which touches the edge of Foxtan Ward.) hopefully by the end of May,

A question raised regarding Road sweeping - leaf mulch in guttering around the village is sprouting seedlings. Cllr Hobro said there is a regular schedule for sweeping the roads every 8 weeks per ward. If some need extra attention please make a list of locations and can be forwarded to the team to concentrate on.

c) Open Forum (not to exceed 15 mins)

A resident asked 4 questions:

- Has there been progress around the scooter park ground maintenance?
With the Easter Holidays no contact has been had with the handyman. Will revisit.
- Is there now a telephone for the PC?
The number is on the website
- At the Previous meeting a discussion was had about the possible replacement of the Toddler swings.
No discussion had been had since the last meeting, as yet no quotes had been received.
- Query as to playground repairs made as mentioned in "Bills Paid".
This was the RoSPA repairs from last years report for some of the play equipment at the Butts.

A resident asked about publishing of Draft PC Minutes, noting that SCDC do this. It might be helpful for residents to know what is going to be discussed at a meeting.

A brief discussion was had surrounding what has been done in the past, the resources available to the parish council compared to SCDC and best practice. It was noted that the Agenda gives information of what is going to be discussed.

There was a clear difference of opinion amongst Cllrs. The Chair suggested that if a Cllr or Cllrs wished this to be debated formally, they could ask for it to be placed on a future agenda by emailing the clerk with a briefing note.

A resident raised further concern regarding the update to the pot hole at the war memorial. The point was made that there is now a danger of large stones being thrown up by passing vehicles that could cause serious injury with particular concern to children. Cars had been observed swerving and avoiding the pothole which had led to some near misses with cyclists.

Another resident mentioned the busses that now use that section of the road adding to the problems.

There was frustration that a waterboard repair had taken place just yards from the pothole to a high standard and yet the pothole remained.

Cllr McDonald re-iterated his commitment to resolving this problem agreeing the previous repair had been poor. Cllr McDonald also mentioned new GAIST reports of which there is one for Fowlmere, which classifies each road. Cllr McDonald to forward report on to the PC.

A resident asked regarding updates to the Foxton travel hub

Cllr McDonald said that there was no further news. He did wonder if the Hauxton Park & Ride being approved had resulted in a re-think to the Foxton Travel Hub idea but this was just his speculation.

22-23/172 Road safety

a) Items reported to CCC Highways

Cllrs had reported blocked drains and many potholes including more to be reported on Fowlmere Road (behind the Triangle).

Items can be reported by Cllrs or any member of the public by [clicking here](#)

b) Potholes by Queens Head / Swan

To note: email from Highways - works ordered. ([click here](#))

Covered in Agenda item 171 a & c

c) Butts Lane beyond school towards Top Close

To note: email from County Council assets ([click here](#))

Butts Lane, beyond the junction of Westfield Road had not been adopted by Highways when it was built and therefore Highways are not responsible for repairs. The first part of this is however a Public Right of Way and so the County Council may still be responsible for maintaining it in this respect but repairs to a PROW would not be to the same specification as an adopted road. It was noted that when a road is not adopted it would be the responsibility of the landowners either-side maintain the road up-to the centre line of the road. This would include the County Council as the school is one of the properties. It was noted that this was the case on Cassander Close where the residents there had a collective agreement. It was agreed to pursue the repairs to the PROW angle.

d) LHI working group update [JH, RL, LB, PC]

The Group have had several meetings with the focus on drafting an application on a 20mph, to extend 20mph along Pipers Close, to cover Shaw Close and along London Road. Deadline 30th April, Application is drafted. Further data is being gathered and an online meeting is planned with a Highways officer to review the application before submission.

Feedback from the residents surveyed and showed overwhelming support.

The one area of weakness of the application is the lack of formal information on accidents. Cllr Hobro asked if members and residents of the area can contribute with any accident history as soon as possible to help with application.

It was noted that although the group are working on this application, they are aware of other areas of concern elsewhere in the village.

e) To Discuss: Chrishall Grange LHI request (see correspondence)

Cllr Brock & Cllr Bryan had visited the area noted by resident of Chrishall Grange. They spoke to residents who highlighted the issues. Residents have had experience of the positive impact of a temporary reduction to 30mph during the "Cereals" event. They would like the limit on the road to be made permanently 30mph with a method that is reasonably enforceable.

There was a discussion about holding a Speedwatch session there although they may not be able to do so safely due to it being a 60mph zone. Check with speed watch co-ordinator.

It was suggested that the PC could commission a 7day automatic traffic count which first estimates show a £300 - £500 cost. This would give a more robust set of data including speed, direction of travel, quantity, vehicle type, with which to put together an LHI application.

It was agreed to get some formal quotes.

Cllr McDonald suggested sharing any ATC data with the police who might then run a speed van session.

It was requested that when the highways village walk could be arranged that Chrishall Grange be included.

f) To note: A Speedwatch session had taken place. This had been turned into a report. ([click here](#))

g) To note: The MVAS machine has been moved to Pipers Close.

22-23/173 Reports from meetings attended and/or training attended

The Clerk and Cllrs Brock, Bryan and Mulholland had met with Bidwells & GenTwo to be covered later

22-23/174 Finance

a) To note: the financial situation of the council end of year 22/23 ([click here](#))

A question was asked about advice regards the endowment. It was suggested to survey the village about projects. A section on this was planned to be included in the Community Led Plan survey.

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

- Careium March **£42.42** (formerly Eldercare) (LGA 1972 s137)
- DD Doro Care UK (Careium) **£160** (LGA 1972 s137)
- DD Opus Energy approx **£217.03** (Street Lighting) (Highways Act 1980 s301)
- DD EDF Energy Cemetery **£11** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£17.12** (Cemetery Bin Collection) (Open Spaces Act 1906 ss9-10)
- Clerks Salary, NI & HMRC November (**£confidential**) (LGA 1972 ss112/111)
- Fowlmere Village Hall **£48** (March meeting room hire) (LGA 1972 s134)
- SCDC **£190** Round Moat dropped kerb planning application (Open Spaces Act 1906 ss9-10)
- Amazon **£46.29** Office sundries
- Red Shoes Accounting **£39** Payroll services
- Ian's Homeworks **£499.61** (playground repairs) (Open Spaces Act 1906 ss9-10)
- Ian's Homeworks **£883.15** (Cemetery Chapel maintenance) (Open Spaces Act 1906 ss9-10)
- Smart wheelie **£95** (20mph bin stickers)
- Green Tech **£31** (weld mesh for Butts oak tree) (Open Spaces Act 1906 ss9-10)

c) Bills to be paid

- ICCM subscription **£95** (same as 2022)
- CAPALC Affiliation for 2023/2024 (includes optional DPO fee of £50) **£503.73**
([click here for affiliation pack](#))

Proposal: that Cllrs agree to pay the above invoices and bills

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

d) Income

- None this month

22-23/175 Planning Matters:Welding Alloys site - GenTwo proposals for an R&D Centre. [DB]

- a) **To receive:** the notes of the liaison group meeting with GenTwo at the offices of Bidwells on 27 March 2023 ([click here](#))

There were no questions.

- b) **To note:** GenTwo's proposals for public consultation (*see para 5.2 of the meeting notes*), **and**
c) **to consider:** whether the whole council wishes to meet Gen Two immediately prior to the consultation exhibition scheduled for 27 April or to leave the matter to the liaison committee and whether in the event it is to be the whole council the meeting should be public, or private. (For the avoidance of doubt in either case the meeting and what is said would be on the record and a note taken which would be published.) (*See para 5.2 of the meeting notes.*)

Cllr Brock outlined the invitation and asked for opinions.

It was felt that while the offer of an advance meeting was nice, there were concerns as to how this might be perceived. It was also noted that few Cllrs would be available anyway. It was felt that a followup meeting with the liaison group after the exhibition would have merit.

It was agreed to thank them for their offer and arrange a follow up meeting.

- d) EIA Screening opinion **23/01331/SCRE**

- i) **To note:** the consultation on this screening opinion request and that the return date is before the next Planning Committee meeting.
ii) **Accordingly to decide the following motion:** The Parish Council delegates to the liaison group the preparation and submission of the response to the consultation on the screening opinion request 23/01331/SCRE

Cllr Brock explained that a screening opinion determined if an Environmental Impact Assessment was necessary for this application.

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

- e) **To note:** An application had just come in for the Butts Industrial Park which would go on the next planning meeting agenda. It was requested that members be well prepped on this as the deadline for submissions is soon after the meeting date.

22-23/176 Coronation Wildflower Seed Packets ([see briefing note](#))

Proposal: To proceed with purchase of seed packets.

There was a brief discussion about past gifts and the potential for waste. It was noted that this idea was in line with the King's beliefs and would generate no waste.

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

To be handed out at the Coronation Event

22-23/177 Parish/Cabinet Liaison meeting

Invitation for 2 Cllrs to attend 5th June in person liaison meeting focused on Transport. Chair + 1 other. ([click here](#))

Cllr Collinson offered to join the Chair at the meeting.

22-23/178 Net Zero Now Course ([click here](#))

Opportunity for a Cllr to attend Net Zero Now course. Applications close 30th April

The course is free but does require a commitment of 6 sessions.

Cllrs Collinson and Hobro showed an interest.

It was agreed that the Clerk would ask for more information and dates and to book spaces if the Cllrs can confirm availability.

22-23/179 Cemetery Management

- a) Recent and upcoming interments, memorials and transfers

There were none

- **To note:** that a family had arranged to refurbish a headstone at their cost.
- **To note:** that the fencing install had started.
- **To note:** that a water leak on the road next to the cemetery had been brought to the attention of the water board by a resident. This was due to be repaired in the next few days.

22-23/180 General Purposes including Trees, Grass and Hedges

- a) Monthly play equipment inspection [*Google Forms*]

The temporary Covid sign was now wobbly at the Village Hall. It was agreed to remove it.

22-23/181 Zero Carbon Grants ([click here](#))

To note: Zero Carbon Grants now open. Ideas welcomed. Applications close 2nd June

Cllr Hobro explained there were 2 main categories. Carbon reduction measures or Biodiversity projects. He offered to circulate to Cllrs district wide project that have been awarded in the past to help with ideas.

Projects can range in size up to £15,000.

22-23/182 Progress of ongoing projects

- a) **To note:** Defibrillator installed and rescue ready

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

To consider: Quote for dropped kerb disabled access ([click here](#))

Proposal: To accept the above quote

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

- c) **To note:** A volunteer group had spread the wood clippings along the pathways to improve accessibility. Thanks were expressed.

- d) New project ideas
There were none

22-23/183 Correspondence ([click here](#))

- a) Chrishall Grange Letter - Had been discussed earlier.

- b) Scooter park noise complaint. After a discussion about the subjectiveness of noise levels, adults using the ramp and language being used by users it was agreed to get some quotes for some additional signage focusing on language to see if that helps. It was noted that users had complimented the quality of the ramps which had contributed to its popularity.

- c) Maintenance of Butts Lane enquiry - Had been discussed earlier. Cllr Hobro and Clerk to liaise over reply.

- d) Reminder from Mr Ricketts regards cutting of protected verges - It was agreed to proceed as in previous years.

- e) Speedwatch update - Had been discussed earlier.

22-23/184 Agenda items to be considered at future meeting

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. Please use Agenda Item Request form ([click here](#)) and include as much information as possible including any proposal.

Meeting closed 21:10



MINUTES OF THE MEETING OF FOWLMEERE PARISH COUNCIL PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on
9th May 2023 AT 19:30 PM

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

IN ATTENDANCE: The Clerk, and approx 2 members of the public.

22-23/P73 Apologies for absence (LGA 1972 s 85(1)),
Cllr Chris Sergeant (personal Commitment) Cllr D Roberts (work commitment)

22-23/P74 Declarations of interest & requests for dispensations in agenda items
(Localism Act 2011 s 31 s33)

Cllr Brock reminded Cllrs regarding his declaration of interest, and dispensation on Agenda item P79.
Cllr Brock noted for clarity Mr Levy and Mr Stirling (GenTwo) were at the Coronation Celebration on Sunday
7th May, Cllr Brock had social exchanges with them at the event, Cllr Lennon, Cllr Baker-Oxley, Cllr Bryan
and Cllr Mulholland stated the same.

22-23/P75 Minutes of Previous Meeting

a) **Proposal:** That Fowlmere Parish Council agree the minutes of the Parish Council Planning Committee
meeting held on 7th March 2023

Proposed: Cllr Lennon **Seconded:** Cllr Collinson
Majority Cllrs Agreed, (2 abstentions due to not having been present)

22-23/P76 Chairman's Item (Info Only)

No items

22-23/P77 Public Participation Session (15mins)

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

A resident raised concern about construction traffic during the build phase of the GenTwo project. He
suggested that a condition be requested for the traffic to come via Newton so it did not have to pass through
the centre of the village.

A brief discussion amongst Cllrs included requesting time constraints on traffic travelling through the village
so as not to impact on the school runs. Suggestion was made that a similar request could be made for the
Butts Business centre application, with traffic to enter the village from the A505 again to avoid the centre.
The Chair said that GenTwo was still in pre-application at present so Highways has as yet not made
comment but they were listening to the village.

23-23/P78 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 applications received following the issue of the agenda will be considered.

a) **23/01307/FUL The Butts Business Centre, The Butts, Fowlmere.**

Creation of new business park area to replace the existing buildings, to include for 12 No. light industrial
units, business centre building, cafe, storage/ manufacturing facility with associated external works.

Cllr Brock opened by outlining that in January 2020 the Government changed permitted development rules
that, subject to certain conditions, a change can be made from commercial use to residential use.
In most cases the relevant parts would have to be vacant for 3 months, had to have been used for
commercial use for at least 2 years before the change and prior approval. There is a potential for any
commercial development to be changed to residential in the future.

The following points were raised:

- The visuals in the Design & Access statement make the shape of the buildings look residential (eg the roof lines etc,) and that the overall design could be changed to residential in the future.
- Two storey buildings could be seen as overbearing, most currently on the site are single storey however one existing two storey building is the point of reference.
- Disappointment with the lack of green space in the central green. No biodiversity net gain assessment - to think more generally about the biodiversity picture with plants and nature. The addition of Bat Boxes would be desirable.
- Conditional statements of "would" and "could" need to be changed to a more committed "will" and "shall"
- Cycle parking seems to be hidden away around the back of buildings, ok for employees but visitors cycle parking should be at the front of the units and accessible, including good cycle parking at the cafe.
- Access to site for pedestrians and to the Cafe seemed to be via the Butts but it was unclear whether this gate will be open and for what time periods. Could the gate be open evenings & weekends to link to the Manor Farm loop walk?
- Lead local flood authority (LLFA) conditions for proper infiltration have not been made.
- Major highways development team should be consulted and have a proper assessment
- Construction traffic should access from the A505, from Flint cross and avoid large construction traffic over the tunnels and past the war memorial in the centre of the village.
- Are existing tenants being looked after? Being able to fix your car locally is an important village amenity.
- Concern was raised about the view from The Butts to the estate with the plan to lower the hedge, and the visual impact to those using The Butts and the potential noise concerns of many air source heat pumps.

However, there was an overall feeling that the plans were a huge visual improvement what is there at the moment and the proposal that solidifies the business use of that part of the village.

Cllr Brock said he was glad for the application, but disappointed in the quality of the application specifically the design and access statement. He'd like to encourage building an attractive facility - buildings which tell you what they do, buildings which you do not need to hide.

Discussion was had surrounding Cllr Brock meeting with IoN Science, with another Cllr similar to the GenTwo meetings, with notes to be taken.

The working hours of the Clerk were discussed (11hrs per week), and concern over workload and the detriment of other tasks. It was agreed that minutes/notes can be taken by a Cllr.

Proposal: The chair, the vice chair to write the consultation response on the basis of what was discussed (above), and a liaison group of the Chair and 2 others member of the Planning Committee to seek to meet with IoN Science. Digital availability poll to be circulated to all Cllrs in attendance.

Proposed by: Cllr Brock **Seconded by:** Cllr Lennon All Agreed

a) 23/00730/LBC - The Black Horse High Street Fowlmere Cambridgeshire SG8 7SS

Fitting secondary glazing to 7no vertical sliding sashes, secondary glazing is to consist of vertical sliding units face fixed to inside of windows.

A short discussion noted that the former pub is a listed building, now residential. Additional glazing would mitigate carbon waste. It was thought that the applicant may be being extremely cautious, as it might not be necessary to have consent for secondary glazing.

Proposal: A neutral stance

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

b) 23/01449/HFUL - Charity Hall Long Lane Fowlmere

Remove existing 2 no. windows on the rear elevation to form a complete opening to accommodate timber framed french doors and side windows, remove side access door and infill opening

It was noted that the work to be completed on the back of the property. There were no further comments.

Proposal: A neutral stance

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

The Following applications were for information only and were noted.

d) 23/0407/TTCA - Charity Hall Long Lane Fowlmere

T.1 Leyland Cypress - Fell to ground level due to excessive shading.

T.2 Leyland Cypress - Fell to ground level. Previously failed causing damage to neighbouring garage. Tree has multiple weak unions 1 m from floor level.

e) 23/0404/TTPO - The Round Moat, Ryecroft Lane Fowlmere

2 x Elm sited at the entrance to the Round Moat (Ryecroft Lane entrance) - The council would like to fell the Two Elm trees (1 & 2) to ground level to enable a clear and safe access to disabled visitors and those needing prams or buggies, along the grass area that runs alongside the parking area and into the moat.

22-23/P79 GenTwo proposals for an R&D Centre at land off The Way.

Update

Cllr Brock noted that the PC had submitted response on the screening request. Nothing heard back from SCDC as yet.

Liaison group met with GenTwo on Friday 5th May.

The discussion had been largely about traffic, and the Design Review Panel response.

They seem sympathetic to installing a shared surface/table at the junction of The Way.

Parking space figures were clarified. Reduced to 185 spaces to service approx 280 people accessing the site. Concern were raised that there is not enough car parking on site and about the increase of traffic and speed of traffic into the village.

The excess will be catered for by minibus from Foxtton Station and P&R and also encouraging cycling. Shuttle bus destinations would evolve flexibly depending on need. Possibility of a bike rack on the back to be flexible for cyclists.

The 16 seater bus would be available for residents (particularly students heading to 6th form) to use on it's "empty" return journeys, booked via an app to avoid disappointment.

There would be parking for visitors to the cafe, however it was stated that the cafe is principally for those on site; residents will be welcomed but there will be no advertising.

Future monitoring and mitigation of the site traffic was discussed to allow for review if the transport plan isn't working or having the desired result. GenTwo were open minded to review and try other things if required

The Village Hall consultation had good feedback and responses. Consultation is still receiving responses. GenTwo offered a draft, but this will accompany the planning application.

On the Design and Review panel response; The mews (space between western & eastern buildings) is becoming wider, losing some floor space on the buildings on the eastern side. Manicured landscaping, would contrast with wild spaces. There is a large amount of ecological space and re-wilding on the western side of the brook.

Idea was put forward about liaising with local village wildlife & conservation groups such as Round Moat Group regarding the wild area.

The surface and subsurface works would slow down the water transfer rate by approx 50% into the brook reducing the risk of flooding.

The new Commercial to Residential permitted development rules were cited seeking reassurance.

GenTwo confirmed they are committed to being a commercial site. While they do still have residential sites in their portfolio, they are scaling these back.

Meeting closed 20:27

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 16th May 2023 AT 7:30 PM

PRESENT: Cllr Baker-Oxley, Cllr Brock, Cllr Bryan, Cllr J Hobro, Cllr Lennon,
Cllr Mulholland (in the Chair), Cllr Roberts,
IN ATTENDANCE: The Clerk and approximately 8 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/01 To elect a Chair of the Parish Council for the civic year 2023-2024 and to receive the Chair's declaration of acceptance of office

Cllr Mulholland was **nominated** by Cllr Lennon and **seconded** by Cllr Brock

There were no other nominations

Majority agreed, Cllr Roberts Abstained

23-24/02 To elect a Vice-Chair of the Parish Council for the civic year 2023-2024 and to receive the Vice-Chair's declaration of acceptance of office

Cllr Baker Oxley was **nominated** by Cllr Mulholland and **seconded** by Cllr Lennon

There were no other nominations

Majority agreed, Cllr Roberts Abstained

The Chair stated that the council needed to be stricter during debates on standing orders, and drew Cllrs attention to a number of elements of Standing order 1. He stated that while differences of opinion during a debate was healthy, adherence to the standing orders was important for debates to be efficient

23-24/03 Apologies for absence (LGA 1972 s 85(1))

Cllr C Sergeant (personal commitments), Cllr Collinson (personal commitments)

23-24/04 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

There were None

23-24/05 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 18th April 2023.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Baker Oxley

All Councillors Agreed

23-24/06 Clerks Report ([click here](#))

There were no questions for the Clerk

23-24/07 Public Participation Session (including reports received in advance)

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

Cllr McDonald had sent his apologies. The Chair had some questions which he would email.

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

Cllr Hobro highlighted that application for the Zero carbon communities grant was open, the current deadline is 2nd June and ideas were encouraged.

c) **Open Forum (not to exceed 15 mins)**

A resident read out a long question regarding a previous correspondence that she had sent in, and to ask regarding the PC's decision on the Ion Science application.

The Chair said it was difficult answer long and complex questions on the hoof and said he would respond in writing, Cllr Brock, Chair of the Planning committee, will respond in writing too.

Mr Nichols had attended a recent Rail Partnership meeting on behalf of the Parish Council and summarised his report which he had sent in advance ([written report click here](#))

The Chair thanked Mr Nichols for his attendance of the meeting and his report.

A resident asked if there was an update of the seeding of the grass around the scooter park. She also asked about the Village Hall Toddler Swings. She further commented that she sometimes felt that the parish council meetings lacked professionalism.

A resident asked if there was any progress on the dealing with what she felt was unacceptable flying from Fowlmere Airfield that had previously been raised. She recalled that the term “grandfathers rights” had previously been used in regard to the Airfield and wished this to be explained.

Cllr Hobro explained that because the Airfield was established before current planning law there were no enforceable conditions placed upon it. It is this that was being referred to with the term “grandfathers rights”. Unfortunately neither the PC nor the planning dept of the District Council had any power to intervene.

The resident stated that the runway had been extended in the 1980’s and so this presumably would have required planning permission.

Cllr Hobro offered to look into this in his District Council capacity.

A resident asked if a 15 minute open forum in PC meetings was adequate public engagement.

The Chair said that this is how it has always been done but was open to looking to expanding engagement.

He noted that the Community Led plan will involve a parish wide survey and that Cllr Hobro had spoken to him just yesterday about creating a play equipment working group that he hoped would involve non-Cllrs (in the same way the LHI working group was doing) and that idea would be on the next agenda.

A resident noted that June was LGBT+ pride month and was pleased that SCDC would be flying a pride flag above its offices. Was there any way Fowlmere PC could mark pride?

The Chair thanked the resident for his question and said he would give it some thought.

23-24/08 Road safety

a) Items reported to CCC Highways

Items can be reported by any Cllr or member of the public by [clicking here](#)

A large pot hole had been reported on Shepreth Road by Field Farm

b) The Bus Shelter on Thriplow Road had been damaged beyond repair by a school bus. There had also been damage to a neighbours fence.

Contact has been made by the bus company who had accepted liability and would pay for its replacement.

Cllr Hobro said he liked the bus shelters in Thriplow and Newton, which enhance the character of the village.

Cllr Hobro to liaise with the Clerk and send information to the Bus Company

c) Speedwatch: Latest Report ([click here](#))

There were 12 vehicles had been recorded in excess of the 20mph limit but there was encouragement that none had been recorded above the old limit of 30mph.

d) Update: Potholes by Queens Head / Swan

The Clerk had received an email from Cllr McDonald that 250m2 of re-surfacing is scheduled. Date TBC.

e) Update: LHI working group [JH, RL, LB, PC]

Cllr Hobro reported that the application to extend the 20mph limit Shaw Close and Appleacre has been submitted. Need to look at some data from the last 20mph zone application.

A meeting is scheduled for next week to revisit previous data to work out next steps.

The Chair noted that quotes for the ATC at Chrishall Grange were still being sought.

23-24/09 Reports from meetings attended and/or training attended

a) Annual Village Meeting held on 2nd May 2023

The meeting was extremely positive, hearing from groups we’d heard from before and new groups such as Flying Start Nursery, the Fowlmere Air Museum and the new Fowlmere Community Events group.

It was noted that the Annual Village Meeting can be held between March 1st and May 31st. Fowlmere has always held its meeting in May but this is a busy time of year for the Clerk with the Audit, AGAR and AGM of the Parish Council itself and so next year we shall look to bring it forward to either March or early April, and also to hold it on an evening when the Chequers is open for us to retire to.

There were suggestions about making more of an event of the Village Meeting to encourage even greater attendance. Linking in with St. George’s Day was suggested.

23-24/10 Finance

a) To note: the financial situation of the council 1st April to 9th May ([click here](#))

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

- Careium April **£41.05** (formerly Eldercare) (LGA 1972 s137)
- DD Doro Care UK (Careium) **£80** (LGA 1972 s137)
- DD Opus Energy approx **£188.15** (Street Lighting) (Highways Act 1980 s301)
- DD EDF Energy Cemetery **£11** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£17.12** (Cemetery Bin Collection) (Open Spaces Act 1906 ss9-10)
- DD Pennon Water Services **£83.05** (Cemetery Water) (Open Spaces Act 1906 ss9-10)
- Clerks Salary, NI & HMRC (**£confidential**) (LGA 1972 ss112/111)
- Fowlmere Village Hall **£24** (April meeting room hire) (LGA 1972 s134)
- J Spice **£4,400.00** (Cemetery Fencing) (Open Spaces Act 1906 ss9-10)
- Waystosaythankyou **£275** (Coronation Wildflower seeds)(LGA 1972 s137)
- Agriplant **£800.00** (cutting SSSI's 1st cut) (Open Spaces Act 1906 ss9-10)
- LGS Services **£125** (Internal Audit)
- Hardy's **£1451.17** (Village Grass cutting) (Open Spaces Act 1906 ss9-10)
- Play Safety **£199** (Rospa Report) (Open Spaces Act 1906 ss9-10)

c) Bills to be paid

- 2Commune **£150** (renewal of .gov domain - every 2 years)
- Insurance renewal **£1487.89** ([click here](#))
- Ian Wilson emergency removal of Bus Shelter after accident:- **£125.00**
Proposal: that Cllrs agree to pay the above invoices and bills
Proposed Cllr Mulholland Seconded Cllr Roberts All Agreed

d) Income

- Precept: **£26,685.75**
- Cemetery Income (Purchase of the deed of right of burial) **£175**

23-24/11 Review of Governance documents

a) Standing Orders ([click here](#))

b) Financial Regulations ([click here](#))

Proposal: To acknowledge the new procurement thresholds as noted in both the Standing Orders and the Financial Regulations as an appendix.

Proposed Cllr Lennon Seconded Cllr Baker All Agreed

c) Code of Conduct ([click here](#))

d) Communications Policy ([click here](#))

e) Complaints Policy ([click here](#))

f) Data Protection Policy ([click here](#))

g) Equality and Diversity Policy ([click here](#))

h) Memorial Policy (not cemetery) ([click here](#))

i) Publication Guide ([click here](#))

j) Risk Assessment ([click here](#))

k) s.137 Grants Policy ([click here](#))

l) Safeguarding Policy ([click here](#))

m) Social Media Guidance ([click here](#))

Proposal: The Council agrees it has reviewed the above documents. Future updates may be required if advised by NALC or similar bodies.

Proposed Cllr Mulholland Seconded Cllr Baker-Oxley All Agreed

23-24/12 Formation of HR Panel ([see briefing note](#))

Proposal: The Council agrees to form an HR Panel as set out in the briefing note.

Cllr Roberts agreed an HR Panel was the right way forward but questioned if the 3 Cllrs put forward were qualified and the method of their selection. Cllr Bryan echoed Cllr Roberts comments.

Cllr Lennon stated she had 45 years of HR experience and was CRPD qualified.

Cllr Hobro supported the proposal and was happy with how the briefing note had been put together.

The Chair explained this was his proposal. He had previously suggested this last March to the then Chair and Chair of Finance but they had not taken it up. He had re-visited it after recent comments from a member of the public. The advice from CAPALC was clear that HR should now be separated from finance committees. He was happy to take amendments to be voted on from Cllrs if there were any. There were none.

Proposed Cllr Mulholland Seconded Cllr Hobro Majority Agreed

23-24/13 Membership of Committees / Working Groups for 2023/2024

(chairs to be elected at 1st meeting of committees)

a) Planning Committee

Currently all Cllrs are members to make sure it can be quorate at short notice.

Cllrs were asked if they were happy for this to continue. All **Agreed**

b) Finance Committee

Current members: Cllr Lennon, Cllr Sargeant, Cllr Baker-Oxley & Cllr Hobro (signatories) and Cllr Roberts.

Current members were asked if they were happy to continue. All **Agreed**

c) Cemetery Management Committee

Current Members: Cllr Mulholland, Cllr Bryan, Cllr Lennon and Cllr Roberts

Current members were asked if they were happy to continue. All **Agreed**

d) LHI Working Group

Current Members Cllr Bryan, Cllr Collinson, Cllr Hobro, Cllr Lennon plus 2 co-opted members of the public.

Current members were asked if they were happy to continue. All **Agreed**

The Chair asked if they had appointed a lead Cllr amongst themselves. It was noted that Cllr Hobro had agreed to lead the working group.

23-24/14 Cemetery Management

a) Recent and upcoming interments, memorials and transfers

There had been 1 interment of ashes and 1 enquiry for an interment of ashes.

b) To note: New fence installed and completed

23-24/15 General Purposes including Trees, Grass and Hedges

a) Monthly play equipment inspection [Google Forms]

The Chair and the Clerk had completed this with nothing to note.

Cllr Roberts mentioned that there might be a dead tree in the south west corner of the Butts. The Chair said he would take a look.

23-24/16 Zero Carbon Grants ([click here](#)) (2022 examples) (2021 examples)

To note: Zero Carbon Grants still open. Ideas welcomed. Applications close 2nd June.

Cllrs were directed to the example links to help with ideas that have been approved in recent years.

23-24/17 Progress of ongoing projects

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

As Cllr Collinson was not present this was deferred.

b) Dog on lead signs for round moat ([click here](#))

Cllrs looked at designs mocked up by the Clerk. Designs A and D were favoured.

A resident offered to look at the designs in their professional capacity. Cllrs accepted this kind offer. Clerk to liaise with Resident.

c) New project ideas.

The Chair referenced the earlier question from a member of the public about LGBTQ Pride month and suggested rainbow bunting in the Memorial Well to Cllrs, noting the union flag bunting for the coronation as an example. There was general agreement but a feeling that a month was too long. It was noted that Cambridge Pride was 17th June and so it was agreed to allow bunting in the week running up to this.

23-24/18 Correspondence ([click here](#))

- 1) A resident had written about a broken manhole at the church end of Rectory Lane. The clerk had chased this with Highways and had received a commitment via email that it would be fixed - to fix the man hole.
- 2) A resident had written to the Clerk and spoken to Cllr Hobro regarding the state of the Thriplow > Whittlesford bridalway as her son had been injured coming off his bike. Cllr Hobro has liaised with Cllr McDonald to prompt officers to action repair.
- 3) Communication from the bus company was covered earlier in the meeting.
- 4) Email from a resident, who's fence had been damaged during the bus shelter incident. He wished to have a meeting to raise concerns about parking in that area. The chair had replied cc'ing LHI group asking one of the 4 to contacting the Gentleman. Not yet actioned. Cllr Hobro offered to contact.
- 5) Email confirming road repairs near Queens Head / Swan.

- 6) Email from Fowlmere Community Events apologising that one of the Sum-Up machines used at the coronation still had the PC bank details on it from the jubilee in 2022. This meant the BBQ money had gone into the PC account. The money has now been transferred back to them
- 7) Email from Appleacre resident asking about a tree they would like reduced. It was established that the tree was on a neighbouring residence and so not a PC tree. Cllr Lennon to speak with the Appleacre resident to let them know they would need to talk to the neighbour.
- 8) Speedwatch email was covered earlier in the meeting.
- 9) Followup email from resident re: Scooter park noise. There were no further comments from Cllrs.
- 10) Information email from Fowlmere Community Events explaining that the small amount of tyre track damage to the Butts had been taken care of.

23-24/19 Monitoring Officer recommendations ([click here](#))

Proposal: To accept the recommendation of further and additional training and for all councillors to commit to doing code of conduct training, refresh councillor training and chairmanship training (as appropriate).

Discussion was had regarding:

- following the Code of Conduct and Standing Orders,
- the Localism Act and the confidential nature of Code of Conduct complaints.
- for Cllrs to undertake the Code of Conduct training, Chairmanship training, or other relevant training as recommended.

Proposed: Cllr Mulholland **Seconded:** Cllr Baker-Oxley Majority **Agreed** Cllr Roberts abstained

23-24/20 Agenda items to be considered at future meeting

There were none.

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. Please use Agenda Item Request form ([click here](#)) and include as much information as possible including any proposal.



MINUTES OF THE **MEETING OF THE FINANCE COMMITTEE OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 22nd May 2023 AT 8:00 PM

PRESENT: Cllr Baker-Oxley, Cllr J Hobro, Cllr Lennon (Chair), Cllr Mulholland,
Cllr Roberts

IN ATTENDANCE: The Clerk and 2 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/F1 To elect a Chair of the Finance Committee for the civic year 2023-2024.

Cllr Lennon was **nominated** by Cllr Hobro and **seconded** by Cllr Baker Oxley
There were no other nominations **All Agreed**

23-24/F2 To elect a Vice-chair of the Finance Committee for the civic year 2023-2024.

Cllr Sargeant **nominated** by Cllr Lennon and **seconded** by Cllr Mulholland
There were no other nominations **All Agreed**

23-24/F3 Apologies for absence (LGA 1972 s 85(1))

Cllr Sargeant (personal Commitment)

23-24/F4 Declarations of interest & requests for dispensations in agenda items (Localism Act 2011 s 31 s33)

There were none

23-24/F5 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: The Finance Committee of Fowlmere Parish Council herewith agree the minutes of the meeting held on 21st November 2022.

Proposed by Cllr Lennon. **Seconded** by Cllr Roberts **All Agreed**

23-24/F6 Public Participation Session - Open Forum (not to exceed 15 mins)

- A resident asked when the minutes of the Finance Committee would go on the website.
They are posted when approved, usually the day after a meeting.
- A resident asked regarding the replacing of the toddler swings at the Village Hall.
This was going to be discussed later in the meeting.

23-24/F7 Review Finance Committee Terms of Reference ([click here](#))

Cllr Lennon proposed three changes to finance terms of reference

- maximum number on the Finance committee to reduce to 6. Discussion included the external auditor's previous advice stating there is no point in having committees if all Cllrs are to be members of them all.

Proposed by: Cllr Lennon **Seconded by:** Cllr Roberts **All agreed**

- The Chairman and Vice Chair of full council can attend ex-officio with voting rights and be included as part of the quorum. This mitigates the risk of being inquorate at a meeting.

Proposed by: Cllr Lennon **Seconded by:** Cllr Roberts **All agreed**

- When the HR committee is set up, and their terms of reference are in place, the Finance committee terms of reference shall have point 22 removed as it relates to HR matters, as this responsibility shall have passed to the HR committee.

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

23-24/F8 To note: End of year Statement of Account 2023 (signed) ([click here](#))

This was noted without comment.

23-24/F9 Review of Audit

a) To review the Internal Auditors (IA) Checklist ([click here](#))

A coding error in scribe was noted. This has been rectified and the IA had been informed.

The IA noted the significant amount of funds in one account, and that the council should mitigate the risk. The Community Defib has been added to the Asset Register.

b) To review Annual Governance & Accounting Return (AGAR) for 2022/2023 ([click here](#))

Clerk explained the AGAR part 2, including variances from last year.

Note: Asset register to be reviewed.

c) To set the dates Exercise of Public rights. ([click here](#))

Dates were set as 22nd June > 2nd August.

23-24/F10 Clerks expenses and overtime

Proposal: to agree mileage expenses and overtime payments due to additional meetings, meetings with Bidwells and the AGAR/IA ([click here](#))

Proposed by Cllr Lennon **Seconded by** Cllr Baker-Oxley **All agreed**

Discussion was had surrounding delivery of agendas to Cllr Roberts. Suggestion to deliver to Cllr Bryan as a more convenient address. Clerk to prepare form to fill in.

Discussion was had surrounding re-setting Cllr Roberts .gov email address. Cllr Mulholland to contact 2commune

23-24/F11 To review regular s.137 payments ([click here](#))

Proposal: to agree to continue regular s. 137 payments

The number of residents accessing the Careium alarm was discussed. 4 had responded to the FATN advert and were set up. Suggestion to repeat the advert. Clerk noted that a carer of a new user had said she'd spread the word so we may expect more take-up. Suggestion to refresh sun-faded posters in noticeboards. Suggestion that the Friendship club could have more leaflets to hand out.

It was agreed to continue with the scheme

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

23-24/F12 To Review regular Direct Debit payments ([click here](#))

Proposal: to agree to continue regular DD payments

These were reviewed and agreed

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

23-24/F13 To Review the Council's and/or staff subscriptions to other bodies ([click here](#))

Proposal: to agree to continue the Council's and/or staff subscriptions to other bodies

These were reviewed and agreed

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

23-24/F14 Playgroup s.137 grant application ([click here](#))

Proposal: to agree a grant payment to Fowlmere Playgroup

Discussion was had surrounding a grant of £400, to cover labour, materials, for the fencing, and items for growing plants. To stop the children from accessing the right hand side of the grounds with the gravestones, and reduce the risk of injury to the children.

Village to benefit by making a village amenity more aesthetically pleasing. It was noted that the benefit is not just to the children and playgroup.

Whole or part payment was discussed.

It was noted that the PC has a legal statute to maintain the CofE churchyard but not the URC churchyard which seemed unfair. This would help balance that. It was noted that the URC clock had been given a grant in the past.

Concern was raised regarding setting precedents. The s.137 policy is clear that each application is looked at separately.

In the end it was concluded that £400 was a reasonable amount.

Proposed by: Cllr Baker Oxley **Seconded by:** Cllr Hobro **All Agreed**

23-24/F15 To discuss: Investment and spend of the Ward endowment fund, the creation of a Council Investment strategy and ideas for larger projects.

Proposal: to develop and put to council the investment strategy

The FSCS limit of £85,000 was discussed and the advice not to keep large amounts of money in one account.

Investment discussion included:

- Transfer money to the existing Cambridge Building Society account
- Leave some in Unity Savings account
- Look at Public Sector Deposit Fund (CCLA) ([click here](#)). Seemed to have a good balance between risk and return. This had been recommended by other clerks.
- Open a Saffron Walden Building Society account which has better interest than the Cambridge BS.
- Other account types were discussed including bonds.

It was agreed that Cllr Lennon look into the above options

It was **proposed** to move approx £62k to the Cambridge BS account to top up to £80k and leave some headroom for interest payment.

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

Larger Project ideas discussion included:

- Important to asking people what they think is needed within the villages.
- Allotments within the Village. This is a topic that the clerk is frequently asked about.
- That there is a statutory duty to provide allotments if there is a demand.
- Could start making enquiries with local landowners / farmers to see if there was a suitable plot.
- It was noted that the “poor allotments” had been in an inconvenient location with restrictions on having sheds.
- A more central / walkable location was important with a need to protect from muntjac.
- Allotments / gardening has a mental health benefit.
- The community led plan would help gather ideas and data.
- Request for ideas could be made on FATN or Facebook. It was noted that young people no longer engage in Facebook and the importance to reach young people.
- There is enough money for 3 or 4 substantial projects that could compliment each other.
- There was no rush to spend the money as long as it's safe.
- It was agreed to start early enquiries with landowners to bring back to council.

23-24/F15a To discuss: War Memorial restoration

Proposal: to request an updated quote from Hibbert's (*old quote*)

Last discussion in 2021 with a quote. Was deferred then due to budgeting.

It was suggested to refresh the quotes and bring back to full council

All Agreed

23-24/F16 To discuss: replacement of toddler swings for village hall grounds

Proposal: Cllr to lead project

This was discussed after item **23-24/F17**

It was agreed to defer this item until the “swings and things” survey was returned.

Cllr Lennon offered to get some quotes in the mean time.

23-24/F17 To discuss: Formation of “Swings and Things” working group (*briefing note*)

Proposal: To develop working group as set out in the briefing note and in discussions.

Cllr Hobro explained his idea was to survey the parents of users of play equipment, see what they thought and if some might like to join a working group to help look after it. Working group volunteers would then have a greater input into improvements and new equipment decisions. A targeted survey could be distributed via the school, playgroup and nursery. The “swings and things” name would pay homage to the fundraising group from the 1980's that raised the money for the original equipment at the Butts and Village Hall. The working group could also take on the checks that the Clerk and Chair currently do to reduce their burden.

- It was agreed that the survey should be kept short with tickboxes for ease.
- An online option (QR code on the leaflet) was suggested.
- It was noted that Foxton had a successful working group that had a mix of Cllrs and parents.

It was **proposed** to a draft survey to bring to full council for approval of both survey and the forming of the working group.

Proposed by: Cllr Hobro **Seconded by:** Cllr Lennon **All Agreed**

23-24/F18 To discuss: Storage options for Parish Council paperwork

Proposal: To seek to find a suitable storage solution

Cllr Lennon explained, the Clerk did not have the space to store all of the parish council paperwork. Some can be taken to the County Council archive in Ely. However the paperwork that needs to be kept, needs to be accessible in a more suitable location in the village. Location did not need to be large, but needed to be accessible, especially the cemetery documents and accounts which still require hard copies.

The cemetery chapel was suggested but this was felt to be inappropriate and had the potential of damp.

Cllr Baker-Oxley asked if there was space in the village hall. The village hall had previously been asked and the answer had been no.

Suggestion to ask if there was any space at Manor Farm / the Airfield where there are a number of buildings?

Cllr Lennon offered to follow that suggestion up but asked that Cllrs continue to think of any suitable options / locations.

Meeting closed 21.49

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. Please use Agenda Item Request form ([click here](#)) and include as much information as possible including any proposal.



MINUTES OF THE MEETING OF FOWLMEERE PARISH COUNCIL PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on
6th June 2023 at 19:30

PRESENT: Cllr Baker-Oxley, Cllr Brock (in the Chair), Cllr Bryan, Cllr Collinson, Cllr J Hobro,
Cllr Mulholland, Cllr Roberts,

IN ATTENDANCE: The Clerk and approximately 16 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/P1 To elect a Chair of the Planning Committee for the civic year 2023-2024

Cllr Brock was **nominated** by Cllr Mulholland and **seconded** by Cllr Collinson

There were no other nominations

Cllr Brock was elected uncontested

23-24/P2 To elect a Vice-chair of the Planning Committee for the civic year 2023-2024

Cllr Collinson was **nominated** by Cllr Brock and **seconded** by Cllr Hobro

There were no other nominations

Cllr Collinson was elected uncontested

23-24/P3 Apologies for absence (LGA 1972 s 85(1))

Cllr Lennon (unwell), Cllr Sergeant (work commitment)

23-24/P4 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

Cllr Roberts mentioned predetermination regarding agenda item P9 b and began to read from an SCDC document. The chair said the proper moment to discuss this would be later in the meeting.

Cllr Mulholland said that item P9 b had been seen and discussed by the council previously. It has come back to the council with amendments and he shall look at the application afresh.

Cllr Brock reminded Cllrs of his declaration of interest on agenda items relevant to the GenTwo application dispensation already agreed. He also items highlighted items P7 & P8. He requested a dispensation, not to participate in the discussion nor vote, but only to remain in the room to hear the presentation and discussions so as not to be in a worse position than any other member of the public. For transparency Cllr Brock stated that he and the agents for the developers are in contact regarding boundary treatment with his property.

Proposal: To accept Cllr Brock's dispensation, that being he may remain in the room to listen to the discussions as a member of the public would.

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

23-24/P5 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council agree the minutes of the Parish Council Planning Committee meeting held on 9th May 2023

Proposed by: Cllr Collinson **Seconded by:** Cllr Hobro **All Cllrs who had been present agreed**

23-24/P6 Chairman's Item (Information Only)

The chair reminded the meeting that members of the public are allowed to speak on Agenda items which includes applicants for planning permission on this Agenda and this would be in the public participation session.

If having read the papers in advance Cllrs have factual matters they would like to raise their comments should also be in this session.

The Chair reminded Cllrs that when debating a motion, Cllrs are allowed one contribution each, not exceeding 5 mins.

23-24/P7 Public Participation Session (40mins)

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

There was a discussion on pre determination specifically regarding item 9b [22/05427/FUL](#), and the previous comments made on the application including comments made by the Parish Council. Points made included:

- The duty of Parish Councillors and the Parish Council looking at the amendments of the application.
- The Parish Council being a consultee, and not a decision maker, and the obligation to look at re-submissions or amendments afresh.
- Cllr Roberts read from a Document from SCDC website regarding Planning and Licensing, Predetermination and Bias ([click here](#)) which was thought to be advice for District Cllrs as a decision making Council.
- Cllr Bryan read from the Local Government Association document ([click here](#))
- It was noted that five Cllrs had made individual comments via the SCDC planning portal.
- It was noted that Cllr Bryan felt that these Cllrs should not take part in the discussion and that the Council needs to be seen to be open and transparent.
- What would an impartial and a fair minded observer would think?
- Cllr Collinson stated he had not made comment on the planning application as had been suggested.
- Cllr Brock said it is up to individual Cllrs to decide if they want to participate, whether they are pre-determined or if they are coming to the application afresh. The advice appears to apply to a decision making council. While the PC makes decisions on their representations it does not decide on whether planning permission is granted.

Due to Cllr Brock declaring his interest, Cllr Collinson took the chair.

a) Pre-planning matters (30mins):

i) Presentation from Cheffins : Home Farm

Member of Cheffins planning team was in attendance.

They wished to address the council out of courtesy to make Cllrs and the public are aware that a moderate sized planning application will be coming to the council for this site. The successful bidder for the plot of land at Home Farm, is Artisan Developments Ltd. a regional based developer, who have residential schemes at Burwell and Meldreth and the new Huntingdon fire station. Looking to add 8 dwellings on 0.5ha site at Home Farm inside the village framework. Currently looking at Surveys for the development. They will have a pre-application meeting with SCDC, with an application to be submitted around the end of the year. Keen to listen to comments and feedback and come back to a future meeting.

ii) Questions from Councillors

- It was noted that half the site is inside the village framework and half is outside. What were the plans for the half that is outside?

The developers are possibly looking at self builds and/or custom builds plots in the area outside the framework, but no concrete plans as yet. That would be a separate application if it were to happen.

- Question regarding size of housing and if any would be affordable.

8 dwellings is under the threshold for affordable housing so there would not be any. No decision had been made as to the size number of bedrooms as yet.

- If the Area outside of the framework was not going to be developed, could this be sold for a community project?

Happy to take that idea back

iii) Questions from members of the Public

- Resident was concerned regarding the access to the site and if it was going to change.

It was mentioned that the developer will have discussions with highways regarding access looking at visibility splays. Likely to keep to the original access but this will need to be widened to allow two cars passing.

- Will there be direct consultation with residents who might be impacted?

Cheffins happy to return to PC post pre-application meeting. They would look at contacting close residents directly.

Cllr Brock returned to the Chair.

b) Comments and Questions on anything else on the agenda (10mins).

Planning Consultant for agenda item P9b [22/05427/FUL](#)

A summary handout was given all Cllrs which can be viewed ([click here](#))

- Amended Plans have been submitted addressing comments raised from various different consultees.
- Mention was made regarding this being the first Zero carbon neutral rural exception development.
- The development would address the Local Housing need, as identified in the Housing needs survey and also the districts councils housing register. Updated figures now show a need for 40 affordable houses.
- The site is adjacent to the village, providing a new footpath would give safe access into the village.
- The emerging local plan proposes to update policy H11 allowing the rural exception sites to be adjacent to a settlement rather than development framework. This has already been seen in a recent Foxton development.
- The development would support the growth of local business within the village
- The development would support from the local School to help protect the school's future,
- Preferred location of Stonewater Housing Association
- Woods s.106 restriction, remain in perpetuity and will have public access.
- s.106 contributions would provide infrastructure and facilities in the village.

Cllr Questions:

Discussion were had surrounding:

- Local need vs District need was discussed and the latest data from Housing strategy. After construction of this and Shaw Close, what would the residual need be?

The current data would leave a further need for 5 dwellings

- Has the applicant produced a design code for the development?

The applicant felt this would be a condition to be discharged should permission be granted.

- The PC had previously suggested a design charrette. Has this happened?

The applicant remained keen on the idea but felt it best be done once there was support for the scheme.

- As Fowlmere is a group village developments should be no larger than 15 and while the housing strategy numbers might support this Housing Strategy Officers conclusion does not support the scheme.

The applicant felt that the views expressed by the Housing Strategy officer had strayed into areas that Planning Officers should be looking at. It terms of Housing Strategy data alone the scheme is supported.

- Have their been improvements to the Ecology

The ecology metric has been re-run increasing from 3.1 to 4.

- Had the changes to satisfy Highways concerns resulted in more or less green space?

The redesigns had resulted in more green space. The changes to the main entrance were mainly for clarification.

A resident questioned the use of the village of Cottenham comparing the village which is a minor rural centre, not a Group Village.

The comparison was not specifically regarding villages but was to do with the process of dealing with a housing need.

A resident commented positively in respect of the zero carbon design, including the access and perpetuity agreement for the woods. He noted the acute critical housing need for younger people is a national problem, noting the Acre Housing Survey which states a significant gap in the housing need for child-bearing age families in Fowlmere. This would impact on the future schools numbers, the problem is across the country and locally in the district. We should take schemes like this seriously, it is the right type of development, for people on lower incomes and we should be supporting it.

Hayley Woods Co-chair of Fowlmere Primary School Governing body:

School has been mentioned in previous meetings regarding drop in pupil numbers with comments made about leadership, management and discontent. The large percentage drop is taken from data presented to the Governing Body from Jonathon Lewis (Service Director of Education at Cambridge Council). It is a problem for all rural schools except in places where building is taking place. This number drop causes a problem with funding for schools which is per child. The school has started consultation to join the CAM Academy Trust to support the future viability of the school. Current numbers are 89 on roll, will be approx 75 pupils by 2026/27.

Children move between schools for a variety of reasons, there was disappointment from the governing body that personal opinion was discussed rather than facts at a previous planning meeting. Recent Ofsted

Inspection praised new leadership. Mrs Woods stressed the importance of working in partnership with Fowlmere Parish Council.

The Chair asked if the data quoted was publicly available. It was confirmed that it is. ([click here](#))

A resident asked regarding the Housing Needs list and how it was compiled.

Cllr Brock gave a brief overview explaining that data is drawn from both national govt and local council and was a huge undertaking. The Parish Council relies on figures collated from the tiers of govt above us. Cllr Hobro mentioned that the Fowlmere specific Housing Needs Survey was conducted by Cambridgeshire ACRE in 2020 ([click here](#))

23-24/P8. Discussion by planning committee members on:

Development proposals at Home Farm: presentation by Cheffins

Due to Cllr Brock declaring his interest, Cllr Collinson took the chair.

The following points were noted:

- The scheme currently appears policy compliant.
- Important to continue to pursue the active engagement policy of the parish council to have as much influence as possible for the benefit of village.
- Interest was in the 2nd area outside the village envelope as well as the houses within the village envelope.
- Eight houses, within the affordable housing threshold, so no requirement to have any affordable housing. The easy planning pathway by being inside the village framework had inflated the land price and so affordable housing on this plot was not realistic anyway.
- A shortfall of larger houses (more bedrooms) within the village was noted with many extending smaller houses.

Cllr Brock returned to the Chair.

23-24/P9 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 applications received following the issue of the agenda will be considered.

d) 23/01700/FUL - Deans Farm Long Lane Fowlmere

Conversion of agricultural building to residential and works to permitted Class E (g) building.

Full planning application - could carry on the development that is permitted under the prior approval process.

- It was noted that a class Q prior approval permission already existed.
- Modest enhancements to existing permission that could be allowed under permitted development.
- A neighbour comment had requested enhanced fencing for privacy. The PC should encourage constructive dialogue between neighbours.
- NPPF policy seemed to discourage isolated houses unless to re-use redundant and a derelict buildings which this isn't. However the Class Q seemed to get around that.

Proposal: Neutral (not to object), but with comments as discussed.

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

b) 22/05427/FUL - Land To The South Of 86 Chrishall Road Fowlmere

Erection of 32no dwellings including 26 no affordable dwellings and 6 no private market dwellings representing a rural exception site with associated landscaping, play area, and access (Re-submission of 21/05640/FUL).

Cllr Roberts declared a pre-determination and sat in the Public Gallery

Cllr Baker-Oxley requested clarification on the legal standing of a parish council

The Chair reminded the council that as a retired solicitor he is not able to give legal advice. He said that Parish Councils are the foundation stones of government, at the lowest possible level. The parish council's role in this, is to give its view on the planning application, as a consultee.

Discussion was had surrounding:

- Finely balanced decision, debate should focus on weighing up the arguments
- Strong zero carbon design
- A housing that need has been demonstrated.
- Development being large at 32 dwellings (policy maximum states 15)
- Not being adjacent to the village envelope, but mention was made of other recent developments ie Foxton having set precedent.
- Suggestion of waiting until Shaw Close development is finished and occupied to re-assess need.
- Local plan should be followed, unless a mitigation for deviation occurs - ie: a clear and growing need for additional affordable houses in Fowlmere.
- If not here then where?
- Projected reduction in children numbers at all local village primary schools except where houses are being built.
- Good mix of affordable housing including a bungalow.
- Concern over over-development of Fowlmere as a group village.
- Scale being large for village size and amenities.
- Differences in the Housing Strategy report compared to January.
- Increase of approx 6% of the numbers of houses in the village.

Proposal: To support the application

Proposed by: Cllr. Mulholland **Seconded by:** Cllr Baker Oxley

Majority Agreed (3 votes in favour: 2 votes against)

e) 23/01933/HFUL - 2 Cassander Close, Fowlmere, Cambridgeshire SG8 7SF

Single storey side and front extension connecting the main house and garage. Conversion of garage and new porch.

Discussion was had regarding:

- The extension being close to the neighbours boundary.
- Single Storey, with a fence.
- Within a Conservation area, does change the street scene, but looks like others have made similar changes

Proposal: To take a neutral stance

Proposed by: Cllr. Bryan **Seconded by:** Cllr. Collinson **All agreed**

The Following applications are for information only.

a) 23/0456/TTCA- Thistledown Rectory Lane Fowlmere

Single sycamore tree in the hedge to the back left of the property. Reduce to 2.4 metres in line with present hedge.

23-24/P10 GenTwo proposals for an R&D Centre at land off The Way.

No Update. No application submitted as yet.

Notes from last liaison meeting will be reviewed and uploaded.

23-24/P11 Review Planning Committee Terms of Reference ([click here](#))

Reviewed. No changes

23-24/P12 Shaw Close Public Art Work Proposals ([click here](#))

PC suggestions were taken on board by housing association. Sent three different designs to the council, all took reference from the game Duck, Duck, Goose. Cllrs discussed the three different designs.

Cllrs agreed design Number 1 more fun, interactive, but comment was made to not use up all green space keeping some for general play and a kick about.

Meeting closed at 21:36.

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 June 2023 at 7:30 PM

PRESENT: Cllr Baker-Oxley, Cllr Lennon, Cllr Mulholland (in the Chair), Cllr Sargeant

IN ATTENDANCE: The Clerk and approximately 4 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/21 Apologies for absence (LGA 1972 s 85(1))

Cllr Brock (personal Commitment), Cllr Bryan, Cllr Collinson, Cllr Roberts (attending Code of Conduct Training), Cllr Hobro (work Commitment)

23-24/22 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

Cllr Mulholland declared a non pecuniary interest in agenda item 23-24/34 as his son is a member of the FFDFC club, but is not in the age grouping being discussed and does not consider himself to be conflicted.

23-24/23 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 16th May 2023.

Proposed by: Cllr Lennon **Seconded by:** Cllr Baker-Oxley

All Agreed

23-24/24 To receive minutes of Committee Meetings

- a) Planning Committee (7th March 2023) ([click here](#))
- b) Planning Committee (9th May 2023) ([click here](#))
- c) Finance Committee (21st Nov 2022) ([click here](#))

Proposal: That Fowlmere Parish Council herewith receives the above committee minutes.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Lennon

All Agreed

23-24/25 Clerks Report ([click here](#))

No Questions

23-24/26 Public Participation Session (including reports received in advance)

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

Highlights from written report included:

"Carers week" a focus in June for unpaid carers; providing a support a network for them.

Additional helpful links to export support are in the written report.

Potholes - double the amount of potholes repairs this year, than in previous years, with more money available for repairs. Including a programme to try and avoid similar winter problems to last winter.

GAIST Reports - new software scanning roads and footpaths every 6months. Cllr McDonald to action sending data for Fowlmere Parish to Clerk. Allows for better comparison of streets and pavements in poor condition over time to help identify where repairs are most needed.

PROW between Butts Land and Top Close - not adopted by Highways and is officially the responsibility of those who use it. Cllr McDonald seeking to see if a grace and favour repair could be arranged.

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

Cllr Hobro had sent his apologies.

Highlights from written report were that public meetings were due to take place later in the month for EastWestRail and that the £2 bus fare cap had been extended.

- c) **Open Forum (not to exceed 15 mins)**

A resident asked if the PC would be looking at any consultations in relation to the EastWestRail.

It was noted that if the PC was invited to participate they would add any consultations to a future agenda.

23-24/27 Road safety

- a) Items reported to CCC Highways

Items can be reported by any Cllr or member of the public by [clicking here](#)

A dumped caravan on B1368 towards Flint Cross has been reported via the SCDC [flytipping link](#). Cllr Lennon noted that she'd seen children climbing over the vehicle which was dangerous. Clerk to contact Cllr Hobro to expedite removal.

- b) Thriplow Road Bus Shelter [update] ([quote1](#))

Cllr Hobro is awaiting contact for another quote, as is the Clerk.

ACTION: Clerk to reply to the bus company to inform them of this.

- c) Speedwatch - no report from speedwatch this month.

- d) Potholes by Queens Head / Swan [update]

Date has been set for resurfacing with traffic management in place for the beginning of July.

- e) LHI working group [update]

There had been a recent meeting to collate data and make a plan where more improvement is needed. Using data from speedwatch and information that is returned from the Community Led Plan questionnaire.

There would be no update on the current application till September.

- f) Quotes for Chrishall Grange Automatic Traffic Count ([quote1](#)) ([quote2](#)) ([quote3](#)) ([quote4](#))

Look to accept a quote with availability before the end of school term, if not the beginning of next.

Discussion was had regarding the the quotes from the Automatic traffic count.

Quote 1 represented best value while quote 4 had a discount for a 2nd location.

A 2nd location was desirable. LHI group to confirm location. It was noted that The ATC should be done during school term time.

Action Clerk: Ask about cost of a 2nd ATC elsewhere from quote1 to compare with quote4 and to place an order with the best value.

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

23-24/28 Reports from meetings attended and/or training attended

The Clerk and Chair had had a hastily arranged meeting with PROW to discuss Butts Lane to Top Close. PROW officer is only responsible for pedestrian safety and so won't mend a PROW to vehicle standard. This would be the responsibility of those who use it (eg: residents living beyond and those who park in the small carpark). The further part of this path through to Elm Gardens (which gets muddy in winter) could be made less muddy by adding plainings which PROW could provide if the PC could arrange volunteer to spread out.

23-24/29 AGAR ([click here](#)) ([click here](#)) ([click here](#))

Proposal: To receive the Finance Committees recommendation to Full Council to accept the Internal Auditors Report, to complete and approve the Annual Governance statements, approve the accounting statements and proceed to sending information to the External Auditor.

The Council completed and approved the Annual Governance statements and the annual accounting statements for the 2022-2023 Annual Governance Review.

Proposed by: Cllr Lennon **Seconded by:** Cllr Baker Oxley **All Agreed**

The Council unanimously agreed the Governance and Accounting Statements for the 2022 - 2023 AGAR.

23-24/30 Finance

- a) **To note:** the financial situation of the council up to 15th June ([click here](#))

There were no Questions.

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

- Careium May **£43.92** (LGA 1972 s137)
- DD Doro Care UK (Careium) **£80** (LGA 1972 s137)
- DD Opus Energy approx **£189.06** (Street Lighting) (Parish Councils Act 1957, s3)
- DD EDF Energy Cemetery **£11** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£17.12** (Cemetery Bin Collection) (Open Spaces Act 1906 ss9-10)
- Clerks Salary, NI & HMRC (**£confidential**) (LGA 1972 ss112/111)
- Clerks Expenses **£80.55**
- Fowlmere Village Hall **£96** (May meeting room hire) (LGA 1972 s134)
- Fowlmere Playgroup Donation **£400.00** (LGA 1972 s137)
- Hardy's **£1451.17** (Village Grass cutting) (Open Spaces Act 1906 ss9-10)
- Dropbox renewal **£79.90**
- Solopress Community Led Plan Fliers **£85.11**
- Vista Print Community Led Plan Roller Banners **£83.32**

- Lebara Mobile Phone **£1.58**
- Fowlmere Community Events **£691.30** [refund of accidental payment from Coronation event]

c) Money Transfers

- From Unity Savings Acc to Unity Current Acc: **£62,693.00**
- From Unity Current Acc to CBS Acc: **£10** [test payment]
- From Unity Current Acc to CBS Acc: **£62,683.00**

Money transferred across to CBS.

Cllr Lennon to continue to research the Banks.

Proposal: that Cllrs agree to pay the above invoices and bills

Proposed by: Cllr Lennon **Seconded by:** Cllr Mulholland. **All agreed**

d) Income to note

- Fowlmere Community Events **£691.30** [accidental payment from Coronation event]

e) Finance Terms of Reference (reviewed and updated by Finance Committee) [\(click here\)](#)

Proposal: To acknowledge and receive the updated Finance Committee Terms of Reference.

HR item in the will be removed from the finance terms of reference as soon as the HR TOR are agreed.

Proposed by: Cllr Lennon **Seconded by:** Cllr Baker Oxley **All Agreed**

23-24/31 Formation of HR Committee

Proposal: To review and agree proposed HR Committee Terms of Reference [\(click here\)](#)

Proposed by: Cllr. Mulholland **Seconded By:** Cllr Sargeant **All Agreed**

Council to update the Finance TOR removing reference to HR and the Standing Orders reference to HR.

23-24/32 Community Led Plan

a) Update

There had been a meeting with the school regards involvement of young people in the questionnaire.

A Grant for £2000 has been applied for from SCDC Community Chest.

The Questionnaire is being finalised. Next CLP meeting should approve this.

Questionnaire to be distributed in early autumn with both paper and electronic versions.

Contact details are to be placed on the questionnaire for anyone requires assistance to complete.

Community led plan constitution was discussed and agreed.

b) Ratification of constitution

Proposal: To ratify the Community Led Plan constitution [\(click here\)](#)

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

23-24/33 Formation of Swings and Things working group [\(briefing note\)](#) [\(leaflet\)](#)

The importance of having a working group was noted as most of the Council do not have children of that age. A working group would allow a voice from the parents and also from the children who use the equipment. Add something the next FATN about this.

Proposal: To agree the leaflet and survey, and for them be printed (Approx £30-£50). To be handed out to Fowlmere School, Fowlmere Playgroup, Flying Start and Little Ducklings Toddler group, to be returned by the end of term.

Proposed by: Cllr Lennon **Seconded by:** Cllr Baker-Oxley **All Agreed**

23-24/34 Request from Dynamo Foxton and Fowlmere Football Club to use The Butts [\(click\)](#)

Request to use the Butts for off season training and potentially for matches next season. Negotiations were ongoing between Club and VHMC over pitch use due to a groundskeeper report requiring the far pitch to have 12months rest.

Questions were asked if the Butts was big enough to hold a football pitch and whether damage might be caused by stray balls.

It was noted that until the VH was built the Butts had been used by Fowlmere Football Club (full sized pitch) but this would be a younger team therefore a smaller sized pitch. The school had continued to use the Butts for Football until COVID. It was noted that the football club had Public Liability Insurance, and would be happy to help with the maintenance and any repairs to the field. Currently the school contracts the grass cutters for the Butts and the PC contributes to that, there would need to be discussion with the school too.

Proposal: To work with the football club to seek a set of mutually agreed conditions that can allow the request to be agreed.

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

Cllr Mulholland and Cllr Sargeant to meet with the Football Club. Cllr Mulholland to liaise with the school.

A further request asked if the PC, as landowner, could join in the discussions between the Football Club and the VHMC to help resolve the issues regarding the pitch that needed resting. VHMC members present asked for the request to be in writing so this could be taken to the VHMC to discuss.

Cllr Mulholland to send email to VHMC.

23-24/35 General Purposes including Trees, Grass and Hedges

- a) **To note:** The clerk had been contacted by **"The Circuit"**, and told that the community defibrillator had been taken to the site of an emergency. It was then returned, cleaned and made rescue ready again by the Clerk.

It was noted that while Defib had been returned not having been used, it was re-assuring that the system to make it accessible if needed was working well.

- b) Monthly play equipment inspection [*Google Forms*]

To be carried out this week

- c) Fencing on the Butts [update]

Chase handyman for an update

- d) RoSPA report ([click here](#))

Proposal: To agree the quote from the handyman for repairs to the play equipment as per the ROSPA Report ([click here](#))

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

23-24/36 Cemetery Management

- a) Recent and upcoming interments, memorials and transfers.

A headstone has been erected.

- b) Entrance gate sign ([click here](#))

Proposal: To purchase a sign to go above the CWGC sign at cemetery.

Discussion was had regarding adding a second sign on the gate for Fowlmere Cemetery. To contact War graves commission regarding the colour and sign makers used, so they both matched.

Proposed by: Cllr Mulholland **Seconded By:** Cllr Lennon **All Agreed**

23-24/37 Progress of ongoing projects

- a) Round Moat Pebble Fund [update] [*PC*]

Cllr Collinson to update next meeting

- b) Dog on lead signs for round moat [update]

Details sent to resident who had offered to help on this. Waiting to hear back.

- c) Street Sign restoration [project re-boot and update]

A budget of £600/y had been set previously but had not got off the ground with proposed restorer too busy. He had quoted approx £100 per sign. A new person in the village has been approached and has done the "High Street" sign next to Lynch Lane as a prototype. Her quote was £80 per sign. There were 10-12 signs that would be easy to restore before conversations about perhaps re-making one or two.

Cllrs were impressed with the restoration of the "High Street" sign.

It was agreed to give the go ahead for 1 sign to be restored approx every 6 weeks to spread cost.

- d) PC Storage options [update]

Cllr Lennon had found a possible solution in the village. Awaiting price once insurance checks have been made. Cllr Lennon to go back to them to get formal quote.

- e) New project ideas

None

23-24/38 Correspondence ([click here](#))

- 1) from postmaster - was noted

- 2) Email about a dead tree on PC land. Quote to go on July Agenda.

- 3) Mens Shed update - Cllr Mulholland to contact and offer support

- 4) Maple Tree on Jacksons Close - Neighbour request to prune to prevent sap like substance dropping into garden. Tree healthy so an aesthetic prune - not for safety.

Noted that neighbour could prune overhanging branches under "abating a nuisance" with no need for permission. If done badly this might encourage disease. It was noted that on the road side it was a nuisance to passing vehicles. Tree surgeon has quoted £650 to "reduce encroachment and crown lift to improve form and access to vehicles". PC agreed to pay half if neighbour also agreed. Clerk to update neighbour.

- 5) Dead elms in the moat were causing concerns. The bi-annual Village wide tree report had recommended an annual report of the Round Moat. Dutch Elm appears to be spreading fast. Site specific report quote

was £720. Agreed to get more information and discuss further in July meeting. It was noted that very hot summers and very cold summers are not helping trees in general.

23-24/39 Meeting Date Changes

To note: July and September meetings to move to 4th Tuesday of the month due to availability.

23-24/40 Agenda items to be considered at future meeting

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. Please use Agenda Item Request form ([click here](#)) and include as much information as possible including any proposal.

Meeting ended at 20:55



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 25th July 2023 at 7:30 PM

PRESENT: Cllr Bryan, Cllr Collinson, Cllr Hobro, Cllr Lennon, Cllr Mulholland (in the Chair),
Cllr Roberts

IN ATTENDANCE: The Clerk and approximately 10 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/41 Apologies for absence (LGA 1972 s 85(1))

Cllr Baker-Oxley & Cllr Brock (personal commitment), Cllr Sargeant (work commitment)

23-24/42 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s31 s33)

Cllrs Bryan, Mulholland and Roberts declared a non pecuniary interest in agenda item 23-24/49 as family members are members of the DFFFC club, but none are in the age grouping being discussed and so all 3 Cllrs did not consider themselves to be conflicted.

23-24/43 Minutes of Previous Meeting ([click here](#)) *(in accordance with standing order 12a)*

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 20th June 2023.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Lennon **Those present at the June meeting all agreed**

23-24/44 Clerks Report ([click here](#))

No Questions.

23-24/45 Public Participation Session *(including reports received in advance)*

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

HAF programme (holiday activity fund) for those in receipt of school meals. Communicated through schools. If PC become aware of anyone in need, refer them to the County Council.

LHI - applications now dealt with in 2 categories. Complex (humps, bums & signage) and Non-complex (MVAS units). Of 13 submitted 3 got through and consumed all the funding. CCC looking for more funding. 20mph application (to extend zone along Pipers Close) should hear in early September.

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

Trial of public recycling bins. 2 per parish allowed. Agreed to apply and agree location later.

Cost of living support is available for those struggling to pay council tax. Lots of information on the SCDC website ([click here](#))

4 day working week trial (3 months) had saved £300,000. Trial extended for another year hoping for savings up to £1million annually.

Leaked plans for "supercharging" Cambridge had been released but were thin on detail. Talk of 250,000 homes. SCDC is waiting for answers. SCDC does not want to lose control over planning and takes the threat to rural South Cambs seriously. Water supply remains a key issue which has not been addressed.

Cllrs expressed concern over the plans. It was noted that the details were very thin. Perhaps a more in depth discussion could take place at future planning committee once there are more details.

c) **Open Forum (not to exceed 15 mins)**

A resident asked about trees on rectory lane, specifically the vicarage and a horse chestnut tree.

It was explained that as this was a private property the PC had no power to get involved as such, however as it was diocese of Ely we could put her in contact with the Church Warden.

A resident asked about Butts Lane to Top Close which was due to be discussed later. It was agreed to allow the resident to speak at that time.

23-24/46 Road safety

a) Items reported to CCC Highways

Items can be reported by any Cllr or member of the public by [clicking here](#)

The abandoned Caravan has now been removed.

The hole at the entrance to Aldous Close has been reported. This was apparently BT's responsibility.

Cllr McDonald stated highways are catching up with potholes. If not done within 10 days please email him.

b) Thriplow Road Bus Shelter [update] ([quote1](#)) ([quote2](#))

Council looked at both quotes. Quote 2, Melbourn Sheds (@Phillimores) was preferred as like for like.

Proposal: To take Quote 2 to the bus company and ask they cover the entire cost.

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

Cllr Hobro raised the point that there had never been a kerb on the corner that the bus takes and it was this corner being cut and the verge eroding away that had eventually caused the bus to get too close to the shelter and hit it. Options to resolve this were either a kerb or some wooden bollards.

After a discussion it was agreed that wooden bollards would look more rural. Cllr Hobro agreed to look into bollards liaising with Cllr McDonald.

c) **Speedwatch** - no report from Speedwatch this month.

A new Member has joined. One member has decided to stand down, Speed watch co-ordinator would like to thank her for all her support at Speedwatch sessions.

d) **Potholes** by Queens Head / Swan [update]

Resurfacing work has been completed, including line painting. Thanks were expressed to Cllr McDonald.

e) **Butts Lane to Top Close** [update] ([email chain](#))

Cllr Hobro explained that this part of the road was not adopted but was a PROW. PROW repairs would only be to pedestrian standard (not vehicle). Responsibility to repair to vehicle standard lies with the users. The car park makes this more complex as the users aren't just the residents.

Cllr McDonald offered to try and get it adopted but this may not work. Highways could quote to repair but as it currently stands (as unadopted) this would be a Parish cost.

The affected resident present noted that the car park was owned by the County Council and questioned why residents should pay.

It was noted that there were other unadopted roads in the village and the PC need to be careful of setting precedents.

It was concluded that Cllr McDonald would pursue adoption as the preferred option.

Cllr McDonald to action and feedback

f) **GAIST report** ([click here](#))

The GAIST report on condition of roads (completed in 2021) was now on PC website, The next one due by end 2023.

The report will make more sense when there are two to compare, see deterioration and we can ask for a plan of works.

g) **LHI working group** [update]

No further update.

h) **Quotes for Chrishall Grange Automatic Traffic Count** [update]

Company has been instructed to proceed with both locations, week commencing 4th September.

It was noted that perhaps we could budget for a village ATC each year in rotating locations?

23-24/47 Reports from meetings attended and/or training attended

Cllrs Bryan, Collinson & Roberts attended CAPALC Code of Conduct Training.

Cllr Hobro attended Net Zero now course run by Cambridge Carbon footprint.

Really good material about projects reducing carbon, community groups linking together plus meeting Cllrs from nearby parishes.

23-24/48 Finance

a) **To note:** the financial situation of the council up to 18th July ([click here](#))

There were no questions.

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

- Careium June **£41.05** (LGA 1972 s137)
- DD Doro Care UK (Careium) **£100** (LGA 1972 s137)

- DD Doro Care Set up costs (Careium) **£66.99** (LGA 1972 s137)
- DD Opus Energy approx **£149.77** (Street Lighting) (Parish Councils Act 1957, s3)
- DD EDF Energy Cemetery **£11** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£17.12** (Cemetery Bin Collection) (Open Spaces Act 1906 ss9-10)
- Clerks Salary, NI & HMRC (**£confidential**) (LGA 1972 ss112/111)
- Fowlmere Village Hall **£48** (June meeting room hire) (LGA 1972 s134)
- Hardy's **£1451.17** (Village Grass cutting) (Open Spaces Act 1906 ss9-10)
- Lebara Mobile (Parish Council telephone line) **£1.58**
- Virtual Landline (Parish Council telephone line) **£3.95**
- Office Sundries **£31.94**
- United Reform Church (Hall hire community Led Plan) **£25**

Proposal: To note bills paid.

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

All Agreed

c) Bills to be paid in July/August in advance of next meeting

- Careium July approx **£41.05** (LGA 1972 s137)
- DD Doro Care UK (Careium) **£100** (LGA 1972 s137)
- DD Opus Energy approx **£149.77** (Street Lighting) (Parish Councils Act 1957, s3)
- DD EDF Energy Cemetery **£6** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£17.12** (Cemetery Bin Collection) (Open Spaces Act 1906 ss9-10)
- Clerks Salary, NI & HMRC (**£confidential**) (LGA 1972 ss112/111)
- Fowlmere Village Hall **£48** (July meeting room hire) (LGA 1972 s134)
- Hardy's **£1451.17** (Village Grass cutting) (Open Spaces Act 1906 ss9-10)
- Lebara Mobile (Parish Council telephone line) **£3.95**
- Virtual Landline (Parish Council telephone line) **£3.95**
- Office Sundries **£26.23**
- Instaprint "Swings and Things" Survey printing **£54.25**
- Gates near me (village signs x 2) **£160 - come in since issuing the agenda**

Proposal: That Cllrs agree to pay the above invoices and bills.

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

All Agreed

d) Income

- Interest **£1,142.07** (Unity Instant Access Account)
- CCC Grass cutting rebate allowance **£927.74** (Unity Current Account)

Cllr Lennon noted she was still looking at investment accounts but was waiting for interest rates to settle.

23-24/49 Request from Dynamo Foxton and Fowlmere Football Club to use The Butts

a) Update

b) Request for meeting with village hall [update] (email chain)

Both Items were discussed as a single item.

The Chair updated the council that he had received a reply from the VH stating that they did not want a meeting with the PC as they claimed the football club had misinformed the PC. The Chair had replied asking for clarification that both pitches would be available for the coming season but had not had a reply.

The Chair asked Cllr Roberts (as VH rep) for an update on the football pitch availability for the upcoming season. She asked that the VH groundsman be allowed to explain.

The VH groundsman explained that pitch 2 (furthest from VH) was in a poor state and they had been advised to limit its use. There were plans to make improvements once the cricket season was over however it would not be playable until at least November at the earliest. It was noted that the VH and football club were due to have a meeting later in the week.

The Chair explained that the PC could help via section 19 funding (local government act 1972) however the VH committee members present rejected this offer.

The Chair said he would continue the PC's dialogue with the football club so that the Butts could be made available for matches if needed and noted that he and Cllr Sargeant had a constructive meeting with the football club last week.

23-24/50 Trees, Grass and Hedges

a) The Butts grass cutting arrangements (briefing note to cover items b thru g)

The Chair had a meeting with the headteacher to discuss school use of the Butts. The school no longer use the Butts in the way they once did and wished to hand the grass cutting back to the PC.

Hardy's had quoted £180 per cut for this in 2021, and while it was noted that this may have gone up, it was agreed a sensible approach would be to finish the grass cutting season with Hardy's taking it on and for the Finance Committee to look at the longer term.

Cllr Bryan asked about the 2nd goal post. The ROSPA report had flagged rust and the PC's Handyman has one goal post which he is treating. It will be swapped once treatment has been completed and the other one treated. New nets are ready to go on the refurbished goal posts which have been bought by Fowlmere Community Events (summer fete).

b) Round Moat Management Plan (quote)

Proposal: to agree Round moat Tree Survey and to put a management plan together

c) Savile Way Green 2x dead trees (quote)

Proposal: to agree quote for removal of two dead trees, Savile Way Green Space

d) Isons Close Beech tree Management plan (quote)

Proposal: to agree quote for Beech Tree Survey and management plan

e) Long Close / Ryecroft Lane junction 1x dead tree (quote within quote for item c)

Proposal: to agree quote dead trees removal to monolith, Ryecroft lane/long close

f) St. Mary's Churchyard canopy lift (quote)

Proposal: to agree quote for St Marys Churchyard Canopy lift

g) Ryecroft Lane overhanging hedges and Ryecroft Lane substation overgrowth (quote)

Proposal: to agree quote and works for Ryecroft Lane over hanging the road and the top of chapel lane substation work

The Chair explained the various tree works required as explained in the briefing note. It was also noted that the proposed tree reports will probably recommend additional work. All the quotes above totalled £4451 of an available £7500 tree budget. A discussion agreed that while it was a lot of work, each job was necessary.

Proposal: To agree the quotes for all the tree work and reports items **b** through **g** en bloc

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

h) Jacksons Way - Norwegian Maple [update]

Previous meeting had resolved to offer a 50/50 split with the resident. Resident has come back offering 25/75 split.

A discussion resolved to agree to the 25% resident contribution.

Proposal: to agree 25% resident contribution and go ahead with works.

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

i) St. Mary's Churchyard kissing gate request to make wheelchair / pushchair accessible

Request from Church Warden to modifying kissing gate to make wheelchair accessible.

There was no appetite to remove the kissing gate but the council was happy to see modification options put forward with some quotes for discussion.

Action: to get a quote to modify the kissing gate and bring back to council

23-24/51 Swings and Things working group

a) Working Group Update

There had been 30/40 responses.

Clerk to input the written forms into Google Form to create full data set.

Hope to hold preliminary working group meeting with those who expressed interest in September.

Report back to the September PC meeting.

b) Monthly play equipment inspection [Google Forms]

Recent inspections had flagged no new issues.

23-24/52 Public Transport and Active Travel working group (briefing note)

Cllr Hobro explained that county wide there is currently a lot of work going into developing transport options without much of a village voice. His idea to increase the PC's influence into consultations is by having an age diverse working group that can gather data, look at funding options and feed back into those consultations and lobby for Fowlmere.

After a discussion that exchanged ideas it was agreed to let Cllr Hobro seek to develop the working group and feed back to council.

Proposal: That Fowlmere Parish Council seeks to form a Public Transport and Active Travel working group in line with Cllr Hobro's briefing note.

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

23-24/53 Cemetery Management

a) Recent and upcoming interments, memorials and transfers

There were two upcoming interments for beginning of August dates to be confirmed.

A memorial has been removed pending a new double memorial to be installed in place.

23-24/54 Progress of ongoing projects

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

Cllr Collinson reported that unfortunately the request to remove a tree to enable the disabled access works had been refused so this will need to be revisited. There were still plans to renew the sign for the moat.

b) Dog on lead signs for round moat [update] [[New Posters](#)]

The council settled on design 5 with three separate pictures.

Action: Clerk to place order.

c) Street Sign restoration [update]

In addition to the prototype restoration of the “High Street” sign (next to Lynch Lane), “Elm Gardens” had now also been refurbished. Cllrs were pleased with the results.

d) War Memorial restoration [update]

Ivett and Reed had declined to quote while Hibbits had not yet replied. Orwell Stone Masons have replied with interest saying they will visit site and then quote.

Cllr Roberts suggested contacting a Saffron Waldon company and would forward details to the Clerk.

e) PC Storage options [update]

The in village storage option was quoted at £100 per month,

It was noted that Law Storage in Orwell would cost the same but was out of village. In village was preferred.

Proposal: To agree to proposed storage arrangements.

Proposed by: Cllr Lennon

Seconded by: Cllr Mulholland

All Agreed

f) New project ideas

There were none.

23-24/55 Correspondence ([click here](#))

- 1) Ison's Close Beech Tree - had been dealt with earlier in the meeting.
- 2) Residents fall outside “The Green” - while concern was raised it was felt that this was the responsibility of the property owners.
- 3) New Resident - information about Parish Council sent to the resident.
- 4) Norwegian Maple Tree - had been dealt with earlier in the meeting.
- 5) Email from SCDC raising concerns over “Puppy Yoga”. Has been forwarded to VHMC for awareness.
- 6) Email regarding Cambridgeshire Constabulary meeting. Cllr Collinson to attend.
- 7) Email regarding changes in Careium payment system. Noted.
- 8) Email from SCDC regarding Parish Liaison Meeting on Thursday 27th July. Cllr Collinson hopes to attend.
- 9) Email from CCC Traffic Management Course. No uptake but offer remains.

23-24/56 Planning meeting on 1st August

To note: The formal GenTwo application has now been received. This will be discussed at planning committee on 1st August.

23-24/57 Agenda items to be considered at future meeting

There were none.

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. Please use Agenda Item Request form ([click here](#)) and include as much information as possible including any proposal.

Meeting ended at 21.41.



MINUTES OF THE MEETING OF FOWLMEERE PARISH COUNCIL PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on
1st Aug 2023 at 19:30

PRESENT: Cllr Brock (in the Chair), Cllr Bryan, Cllr Collinson, Cllr Lennon,
Cllr Mulholland, Cllr Roberts, Cllr Sergeant

IN ATTENDANCE: The Clerk and approximately 6 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/P13 Apologies for absence (LGA 1972 s 85(1))

Cllr Baker-Oxley, Cllr J Hobro (personal commitment)

23-24/P14 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

23-24/P15 Minutes of Previous Meeting ([click here](#))(in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council agree the minutes of the Parish Council Planning Committee meeting held on 6th June 2023

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

23-24/P16 Chairman's Item (Information Only)

The chair reminded the meeting that the public participation item is the opportunity for members of the public to speak ask questions etc. When it comes to the rest of the agenda, this is for the Council to discuss the items.

23-24/P17 Public Participation Session (15mins)

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

Resident - recently moved to the village - interested the agenda item on "The Way" as property is close by. Was particularly concerned about the impact of additional traffic to the village and also about speeding in the village. Would like to know how the development will help tackle the traffic problems.

Is also interested to know how cycling to site could be encouraged and made safer, suggesting a cycle link to Foxton where the A10 cycle corridor could be joined and cited how the B1368 to Newton (promoted as a cycle route in the plans) is unsafe for cyclists (especially youngsters)

A 2nd resident spoke on the public forum and consultation round of "The Way". There had been a high level of support in the village for this development. While acknowledging the concerns around traffic, parking and transport he asked that Cllrs remember the positivity in the village for this as an employment site, creating job opportunities for the residents which would help future sustainability of the village.

23-24/P18 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 applications received following the issue of the agenda will be considered.

a) **23/02467/FUL** - Land at The Way, Fowlmere

Part demolition of existing buildings and erection of new buildings for research and development including co-working space, cafe and gym (Use Class E commercial, business and services), installation of plant, car parking provision of cycle parking, public realm improvements, and associated works to the Way.

Cllr Brock suggested a Short Adjournment of 15mins for Cllrs to read the documents that have come in late over the last couple of days. The meeting adjourned @ 19:45 and reconvened @ 20:00

Cllr Brock reminded Cllrs of his declaration of interest on agenda items relevant to the GenTwo application and the dispensation already agreed.

Ecology: Cllr Collinson has worked on this area.

It was felt the application had gone above and beyond what is necessary. There was a net gain of trees and landscaping is aesthetically pleasing. Bat boxes (x8) and Swift boxes are planned, including a "call generator"

to encourage the swifts. Shame that a water feature was not included as this would encourage Great Crested Newts.

We should ask that if we support that all the ecology recommendations are implemented as a condition

Transport: Cllr Bryan had worked on this area.

There was concern about the accuracy of the working from home predictions (based on national office worker figures) noting that laboratory workers would most likely need to be onsite more.

The Foxton & Trumpington P&R shuttle bus route would only have a max capacity of 60 (15 passengers x4 trips) morning and night. The suggested additional Whittlesford Parkway route had not been taken up. The 2011 census (for our area) also had much lower figures for sustainable travel use than was being projected and these figures included train use without how the journey from station to site would be finished.

The plans claim average of 288 employees on site which seemed low. While the max capacity of the site of 412 would probably not be met, the realistic figure would be somewhere between 288 and 412. The parking projections were based on the 288 projections but even based on these figures there seemed to be a 55 carpark space deficit. This would increase the closer you got to the 412 site capacity.

It was noted that the Green Lane pedestrian access had been picked up by the crime prevention consultee suggesting removal of this access.

The remodelling of the junction of the Way and High Street seemed unclear. The PC's suggestions of speed cushions of raised table shared surfaces, were acknowledged but were not in the plans. There is an offer of a vehicle activated speed sign, but this would only cover one direction, so it was felt that two would be preferred. It was noted that the placement of the southbound sign would benefit from the 20mph zone being extended to before "The Triangle".

There appeared to be no provision for preventing off site parking.

There was a wider discussion on cycle path provision, linking up with with A10 cycle way and pushing SCDC to start collecting s.106 money for this across projects, acknowledging one project alone would not fund it.

Design and other areas: Cllr Brock had worked on this area.

It was noted that nighttime noise was set to increase by 2db

The Cafe/deli aspiration to use local produced good was welcome but not gaurenteed.

The onsite facilities manager to oversee tenants should be required in the s.106 agreement.

Public access to the site via Green Lane should be secured by condition. Cllr Brock disagreed with crime prevention consultee on this point.

It was noted that animal testing had been raised by residents. While reassurances have been given we should ask for a condition to be placed against animal testing, as apart from any moral objection, the potential demonstrations that go along side it would be disruptive.

PD rights to allow a future change to residential should be taken away.

The levels of obligation over highway maintenance for the 3 dwellings on The Way should not be increased as a result of the development.

Drainage, Flood Risk and Sewerage. Cllr Roberts had worked on this area.

It was felt to be a problematic site - more people on site than has been in the past. The sewerage system at Foxton has no capacity. We need to have confidence that whatever is decided, is going to work.

Flooding plan is for discharge into the awarded watercourse which is not well maintained (SCDC responsibility) It is overgrown and this will slowdown flow.

The stream underground is not just on the right hand side of culvert is also on the left as was discovered when the bungalow was built with difficulty.

The recommendations from Anglia Water and LLFA and SCDC need to be conditions to prevent future problems.

It was noted that The Environment Agency had questioned the discharge rate data. A wider conversation on stormwater noted that the data provided needed to be updated. A permeable car park surface for percolation and grey water harnessing for flushing of toilets was discussed.

General Discussion:

Following points were made:

- Previous residential plans for this site had been opposed by the (then) PC who had preferred it to stay an employment site,
- The village has given positive responses to the proposals.
- Are the sewerage plans developed enough?
- Traffic remains a concern. Parking seems inadequate.

- Current site is shabby. This is an opportunity to improve.
- New business could be attracted because of this site (eg: post office or shop)
- This is not a change of use. Other businesses could occupy the site as it exists (no permission required), increasing traffic and making no improvements.
- The tone of response should be positive. Firm but fair.
- Impressed with their engagement with both PC and community.
- Design looks thoughtful.
- Potential problems if parking goes wrong.

Proposal: To support the application with caveats raised as discussed.

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

Amendment to proposal: To support the application in principle with caveats raised as discussed.

Proposed by: Cllr Roberts **Seconded by:** Cllr Bryan

Vote for amendment was: 2 in favour 3 against with 1 abstention

Vote for original proposal was: 4 in favour 2 against.

Motion to support the application with caveats raised as discussed was carried.

b) 23/02463/HFUL - 2 Ryecroft Lane Fowlmere Cambridgeshire

Single storey first floor side extension.

The Chair explained that the presumption of the council is to be neutral on domestic applications unless a Cllr wished to make an objection.

There were no objections.

Proposal: To propose a neutral stance for the application

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

The Following applications are for information only.

a) 23/0763/TTPO - Butts View, Fowlmere

T.1 Silver Birch - Fell to ground level due to roots damaging block paving and brickwork on boundary wall.

b) 22/03046/CONDA - 78 Chapel Lane, Fowlmere

Submission of details required by condition 3 (Traffic Management Plan) of planning permission 22/03046/HFUL

23-24/P19 - GenTwo 30% Biodiversity Net Gain and provision of urban trees in Fowlmere ([click here](#))

As part of biodiversity net gain GenTwo need to plant 5 trees (2 Oak, 3 Rowan) which they can do away from site but they have offered the PC the opportunity to plant them in the village:

Discussion:

- Cost of maintaining current tree stock
- Have lost some trees recently to disease on Saville Way Green (*Inonotus hispidus*)
- Is disease in the soil? (in which case planting new trees troublesome)
- Suggestion to speak to Shelford Trees about appropriate locations.
- General support for idea.

Proposal: To agree to accepting the offer of trees as stated in the email, with locations to be advised by Shelford Trees.

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

23-24/P20 - Request from applicant for PC to ask SCDC planning officers to send application to committee 22/05427/FUL ([click here](#))

Cllr Brock explained he had received a letter from the applicant explaining that SCDC had requested, that the PC should request the application go to committee. It was his view that it should be up to SCDC to decide which applications go to committee rather than send responsibility for such back to Parish Councils.

Proposal: To decline the request to formally ask that the application go to the SCDC Planning Committee. (In the event this motion is defeated, a second motion, to accept the request, will be debated if proposed).

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

Meeting closed at 21:19.

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 PLANNING COMMITTEE**
which was held in the Pavilion Room, Fowlmere Village Hall on
7th September 2023 at 19:30

PRESENT: Cllr Baker-Oxley, Cllr Collinson (in the Chair), Cllr Hobro, Cllr Lennon,

IN ATTENDANCE: The Clerk and 0 members of the public.

BUSINESS TO BE TRANSACTED

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

23-24/P21 Apologies for absence (LGA 1972 s 85(1))

Cllr Brock, Cllr Bryan, Cllr Roberts (personal commitment), Cllr Mulholland, Cllr Sargeant (work commitment)

23-24/P22 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

There were none

23-24/P23 Minutes of Previous Meeting ([click here](#))*(in accordance with standing order 12a)*

Clerk informed council of the addition of “*There were none*” to 23-24/P14, and the correction of the spelling mistake of “*aesthetically*”, on the 2nd page (civic year page 7) line 2.

Proposal: That Fowlmere Parish Council agree the amended minutes of the Parish Council Planning Committee meeting held on 1st August 2023

Proposed by: Cllr Lennon **Seconded by:** Cllr Collinson **Cllrs Agreed**

23-24/P24 Chairman’s Item (Information Only)

None this meeting

23-24/P25 Public Participation Session (15mins)

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

There were no public in attendance

23-24/P26 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 applications received following the issue of the agenda will be considered.

a) [23/02724/HFUL](#) - 5 Cassander Close Fowlmere

Garage conversion to include replacement of garage door with window.

Discussion was had surrounding the window, and additional rooms within the garage.

It was noted there were no comments from neighbours.

Proposal: To propose a neutral stance for the application

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

b) [23/02944/HFUL](#) - Newlands London Road Fowlmere

Single storey extension to side.

Discussion was had surrounding the previous extensions and proposed application.

Concerns were raised regarding the way the application was made. Even though the drawing plans were available, there was no written description outlining works for the application.

Single storey extension which does not have any impact of the neighbours.

It was noted there were no comments from neighbours.

Proposal: To propose a neutral stance for the application of a single storey extension, the additional pool building, relocation of the pool and reconfiguration of the patio.

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

The Following applications are for information only.

c) 23/0813/TTCA - The Rectory High Street Fowlmere

- T1. Laburnum - Fell
- T2. Hazel - Prune to clear wall by 0.5m (vertical clearance)
- T3. Yew - Prune to clear wall by 0.5m (vertical clearance)
- T4. Pyracantha - Prune to clear wall by 0.5m (vertical clearance)
- T6. Laurel - Prune to front edge of wall to a height of 4m
- G7. Group of Goat Willows & Viburnum tinus - Prune to clear wall (by removal of side branches up to 2m in length)
- T8. Goat Willow - Fell
- T10. Birch - Crown reduce dying stem by 2m and remove 6m branch growing to SW entirely (this branch has no inner growing points to prune back to)
- T11. Birch - Remove dead wood and shorten branches by 2m to clear telephone cables
- T12. Sycamore - Fell
- T13. Elder - Fell
- T14. Horse Chestnut - Crown reduce by 3-4m, remove dead wood (dormant pruning). Remove low epicormic growth on stem, remove ivy and check base
- T15. Yew - Remove ivy and reduce crown at rear of tree by 1.5m to clear fence line (up to a maximum of 4m from ground level). Also fell Elder at base.
- T16. Yew - Remove ivy and reduce crown at rear of tree (N) to clear fence line by 1m.
- T17. Apple - Prune to clear roof by 0.5m, crown lift to 2m, reduce upper crown to close to previous pruning points at 3.5m

d) 23/0828/TTCA - Mere House Rectory Lane Fowlmere

- T.1 - Purple Plum - Fell and remove stump due multiple failures from wind in the previous year. Weak base due to multiple stem.

e) 23/0850/TTCA - The Poplars High Street Fowlmere (including this correspondence)

- T.1 Lime - Crown reduce by 50% 12M reduction in height, 3M sides
- T.2 Cluster of sycamore (approx 5 stems) Crown reduce by 5M 2M sides
- T.3 Lime - Crown reduce by 50% 12M reduction in height, 3M side

f) 23/0855/TTCA - 2 New Farm Close Fowlmere Cambridgeshire

- T1 Blue Spruce - Fell . The roots are a trip hazard and are lifting the main path to the house

Meeting closed at 19:54

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 THE FINANCE COMMITTEE OF FOWLMEERE PARISH COUNCIL

which was held in the URC School Room, Chapel Hall, Chapel Lane on **WEDNESDAY 13th September 2023 AT 7:45 PM**

PRESENT: Cllr Baker-Oxley, Cllr J Hobro (19:54), Cllr Lennon (Chair), Cllr Mulholland, Cllr Sargeant

IN ATTENDANCE: The Clerk and 3 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/F19 Apologies for absence (LGA 1972 s 85(1))

None. Cllr Roberts (absent)

23-24/F20 Declarations of interest & requests for dispensations in agenda items (Localism Act 2011 s 31 s33)

There were none

23-24/F21 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: The Finance Committee of Fowlmere Parish Council herewith agree the minutes of the meeting held on 22nd May 2022.

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

23-24/F22 Public Participation Session - Open Forum (not to exceed 15 mins)

- A resident asked if there were any grants available for the restoration of the War memorial?

There are grants available, but only if the memorial is in a state of serious disrepair. We are only wanting the war memorial cleaned, so it wouldn't qualify, and with the large unexpected donation, this may limit the possibilities of being accepted for grants.

- A resident asked if the Council were going to ask the village what they would like to spend the Endowment fund on?

A questionnaire will be sent out as part of the community led plan which will gauge residents thoughts on what the village needs.

23-24/F23 Review of Income and Expenditure 23/24 to date ([click here](#))

Discussion was had surrounding any significant changes, the PC is awaiting the 2nd half of the precept coming in hence the minus variance in the receipts figure. Looking at Actual spend to date figures, and end of March 24 figures, seem to be on budget for the overall spend.

23-24/F24 Review and setting of Budget 24/25 and Precept. ([click here](#)) ([Notes here](#))

Suggestion was made regarding discussion today on the budget figures before us, and that a further meeting should be arranged to finalise figures and set the budget and precept.

The clerk discussed the budget notes alongside the budget figures explaining reasoning behind increases and decreases. Contingency sums were discussed looking at yearly contingency and a build up of general reserves over a period of time with an underspend of the budget.

Discussion was had surrounding grass cutting across the village looking at Biodiversity, and reducing the number of cuts in varying areas. It is a large percentage of the budget and there is need to make sure the costs don't run away. A meeting with the contractor is to be held to look at cuts around the village. The amount of tree work due to tree surveys was mentioned and how the tree work, although will continue, will be more under control and manageable.

Discussion was had surrounding the percentage increases and comparison to close surrounding villages, looking at inflation, last years increase of 5% and looking at a possible increase on that. To make sure that there is sensible increase but no deficit going forward of budgetary needs.

Questions were raised regarding numbers of households and whether prospective houses being built were included and if you get more precept if there is an increase in inhabitants through the year.

23-24/F25 Review of Unmetered Street Lighting including quotes from Utility Aid.

Proposal: to agree a new Street lighting contract from quotes supplied.

Discussion was had regarding Opus not doing unmetered supply, have had a rebate from opus due to being overbilled. Question was raised about notice period. Discussion was had about looking at quotes for one year, to see what happens in the market.

Defer the decision to a future meeting - All Agreed

Action: Clerk to get at least one other quote.

23-24/F26 Update on External Audit

The Clerk received an email in August for more information of the variances between 21/22 financial year, and 22/23 financial year. As matters were raised by one of the PKF team, this is now with team for review and sign off by a PKF engagement lead. No timings have been mentioned by PKF.

23-24/F27 NALC update of the Model Financial Regulations - Consultation

To discuss Financial Regulations Consultation Questionnaire ([Info here](#)) ([click here](#))

Clerk and Chair to discuss questionnaire.

23-24/F28 War Memorial Restoration (quotes)

Proposal: To agree quote and agree for the payment to be allocated from the Ward Endowment

Discussion was had surrounding all quotes, regarding what was included in the quote and if there was necessary road closures. Quote A has done work in Fowlmere Cemetery and Quote B has worked on the Victoria memorial at Royston Heath. Other quotes seemed expensive in comparison, Quote C quoted for cleaning but not quoting for lettering.

The committee agreed on quote A to carry out the work. Clerk to contact the company, deposit to be paid and for the money to be allocated from the Ward Endowment fund.

Proposed by Cllr Lennon. **Seconded** by Cllr Hobro **All Agreed**

23-24/F29 Fowlmere Cemetery Sign (quote)

Proposal: To agree quote for Fowlmere Cemetery Sign to match the CWGC Sign as long as the proof is seen in advance of ordering.

Clerk hasn't received a proof picture as yet, to mimic the CWGC sign.

Clerk to order sign once proof has been seen and agreed.

Proposed by Cllr Mulholland. **Seconded** by Cllr Sargeant **All Agreed**

23-24/F30 Modification to Churchyard kissing gate for wheelchair access ([click here](#))

Proposal: to agree quote for changes to churchyard gate mechanism.

Discussion was had surrounding the mechanism and the fact that no changes will be made to the gate itself, the mechanism will be changed to allow access for wheelchairs, mobility scooters and buggies. Not just for Church goes but it is a public right of way. Work to be completed within this financial year.

Proposed by Cllr Lennon. **Seconded** by Cllr Baker-Oxley **All Agreed**

23-24/F31 Replacement Battery for MVAS unit ([click here](#))

Proposal: To purchase replacement Battery for MVAS unit @£350

One of the 4 MVAS batteries is not holding its charge and needs replacing in the machine sooner. Clerk had contacted SWARCO and received a large quote including a call out fee to look at the machine. This was felt to be an unnecessary expense and replacing the battery would suffice.

Proposed by Cllr Baker-Oxley **Seconded** by Cllr Hobro **All Agreed**

23-24/F32 s.137 grant requests ([click here](#))

Proposal: to agree payment for s.137 requests

Friendship club request for £250 for their Christmas Event.

Discussion surrounded whether the request complied with s.137 spending. Last years suggestions to the club had not been taken on board to improve s.137 suitability of the grant. There was mention of auditors previously raising concerns in the past over s.137 grants and to make sure the Council carries out due diligence regarding s.137 grants

Other Grants have been made this last year, for playgroup and the URC, Royston Community District Transport, RBL Wreath for Remembrance Day and the rolling Careium/Eldercare home alarms Grants should not be expected every year.

It was agreed not to progress this proposal this year.

23-24/F33 Update on account risk management to keep within the FSCS amount of £85,000

Proposal: To agree to transfer an amount into new accounts to keep the PC within the amount eligible

Cllr Lennon, is investigating the accounts to transfer the money to. CAPALC sent out preferred banks, including Unity Bank Account.

Need to invest the money rather than transfer money into bank accounts, something like a bond, waiting for more information to come through. Some money has already been moved into the Cambridge Society.

23-24/F34 To note: Confirmation sent to Unity to Confirm the FSCS eligibility of Fowlmere Parish Council [\(click here\)](#)

23-24/F35 Clerks overtime [\(click here\)](#)

Cllr Mulholland declared an interest in this item and did not speak or vote.

Proposal: to agree overtime payments due to additional workload from External Auditor & Budget setting

Proposed by Cllr Lennon . **Seconded** by Cllr Baker Oxley **All Agreed**

Meeting closed 21.39

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. Please use Agenda Item Request form [\(click here\)](#) and include as much information as possible including any proposal.



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 26th September 2023 at 8 PM

PRESENT: Cllr Brock, Cllr Bryan, Cllr Collinson, Cllr Hobro, Cllr Mulholland (Chair),
Cllr Sargeant, Cllr Roberts

IN ATTENDANCE: The Clerk and approximately 16 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/58 Apologies for absence (LGA 1972 s 85(1))

Cllr Baker-Oxley (personal commitment), Cllr Lennon (unwell)

23-24/59 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s31 s33)

There were none.

23-24/60 Minutes of Previous Meeting ([click here](#)) *(in accordance with standing order 12a)*

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 25th July 2023.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Roberts **All agreed**

23-24/61 To receive minutes of Committee Meetings

a) Planning Committee (1st August 2023) ([click here](#))

b) Finance Committee (22nd May 2023) ([click here](#))

Proposal: That Fowlmere Parish Council herewith receives the above committee minutes.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Roberts **All agreed**

23-24/62 Clerks Report ([click here](#))

No Questions.

23-24/63 Public Participation Session *(including reports received in advance)*

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

Full Report on website. Main points below.

No RAAC affected schools in Cambridgeshire.

Extension to 20mph scheme in Fowlmere has been approved in principle. Officers will be in touch to discuss this with the PC.

There is a review of Bus routes 7a and 31. Is looking for support, should hear further information before Xmas, no decision should be made til next year.

The Chair referred to a correspondence regarding the 31 bus not being reliable. If residents give up on it because of this low riders might not be an accurate reflection of demand. Cllr McDonald took this on board.

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

Full Report on Website. Main points below.

New bins collection schedule has transitioned smoothly.

Community Chest Grants: local groups that need funds can apply for funds for support.

South Cambs Magazine has been now delivered for the Autumn to let Cllr Hobro know if not received.

Push to reduce fly tipping across the district. Link in report and on FPC Website.

c) **Open Forum (not to exceed 15 mins)**

A resident asked if the Parish council would re-consider the grant application for the Friendship Club of £250. *The Chair explained the process by which the decision had been taken and the process for re-opening a previously made decision. The councils Standing Orders require 5 Cllrs to request a reconsideration and only 1 had done so.*

A resident criticised the chairmans recent facebook activity.

A resident highlighted poor visibility in Rectory Lane at the corner by Selby cottages. Asked if a convex mirror could be considered to improve safety. They also mentioned village hall pedestrian and cyclist access.

The Chair said the LHI Working Group could look into the mirror. The Village Hall is managed by their committee. It was noted that their Chair was present and so will have heard this idea.

Another resident expressed disappointment that the Friendship Club grant application had not been successful.

The Chair reiterated the points made in answer to the first question.

There were a number of disruptions during the public participation section from both members of the public and from Cllrs. The Chair brought the session to a close when the prescribed 15 minutes had passed.

23-24/64 Road Safety and Highways

a) Items reported to CCC Highways

Items can be reported by any Cllr or member of the public by [clicking here](#)

Blocked drains have been reported

Clerk reported pavement hole at Aldous Court

Clerk reported hedges on Thriplow Road and Rectory Lane

b) Proposed road closure for connecting Shaw Close to Grid

Closure for 4 days electric works to be completed.

This was noted without comment.

c) Thriplow Road Bus Shelter [update]

Ordered with Melbourn Sheds, having sent drawings - no lead time as yet

Settlement money has been received from bus company.

d) Speedwatch and MVAS [update]

Replacement MVAS battery has arrived.

2 Speedwatch sessions last week. Outside AppleCare, and outside Stanley Barnes Cottages.

Only 1 vehicle recorded speeding outside Appleacre.

30% of vehicles speeding above the 20mph outside Cottages, however there were no vehicles over 30mph.

e) Butts Lane to Top Close (see correspondence)

County Cllr McDonald updated the council after a site meeting with a highways officer. It was suggested that the Parish Council would need to formally request adoption by the County Council.

Action: It was agreed to formally write to Cllr McDonald requesting highways adoption of Butts Lane using the public car park as justification.

f) LHI working group [update]

The Fowlmere 20mph extension along Pipers Close/London Road and Chrishall Rd application has been provisionally agreed by County Council and an email has been received from officers to begin the process. Will be discussed at the working group meeting next week.

Work at the moment is data collection about forthcoming larger application around the village.

A smaller application for the corner of Thriplow road of either kerbing or bollards, where the bus shelter was damaged could be considered. Cllr McDonald had confirmed that a small LHI application for this work would not risk a further larger application.

Proposal: For LHI group to move forward with Thriplow road proposal.

Proposed by Cllr Hobro and **Seconded** by Cllr Roberts **All Agreed**

g) Chrishall Grange Automatic Traffic Count (report)

The engineers installing the ATC had moved the position as they perceived that parking would affect the data. It had coincidentally ended up at the original position suggested that residents had not been happy with. The ATC company has confirmed redoing this count in coming weeks. From the data that had been collected it was noted that some speeds were very high.

h) London Road Automatic Traffic Count (report)

It was noted that both ATC's had produced a lot of data for the LHI Working group to work through.

i) County Council Gritting Scheme (see correspondence)

A County Council scheme to organise volunteer gritting teams in villages to help grit known icy locations from grit bins. Equipment could be supplied.

Discussion was had around if a Cllr could take on organising. No Cllr volunteered to take this project on.

j) No. 31 bus reliability (see correspondence)

Discussion was had surrounding the buses not turning up and therefore not being used.

Concern was raised as this will show low rider numbers for when it is re-tendered and the route could be lost. It was noted that 6th formers had given up on this bus, as it is too unreliable.

Action: It was agreed the PC should write to the bus company and Cllr McDonald, and to then contact other PC's on the bus route to highlight concerns.

District Cllr Hobro supported this idea as the route serves 3 of the Parish Councils in his Ward and was happy to co-sign.

23-24/65 Reports from meetings attended and/or training attended

Cllr Collinson had attended the Joint Parish Planning Forum

Cllr Collinson had attended the South Cambs Community Engagement

Cllr Mulholland & Cllr Collinson had attended the F&T Gardening Club talk on "Allotments" which had been very useful with some residents showing interest in allotments.

Cllr Roberts questioned why the Chair had attended the allotments talk and if he had the authority to talk to residents about the idea of allotments. The Chair referred to a previous meeting where it had been agreed that early conversations could be had with local landowners to explore possibilities for a future allotment site. The consensus was that attending a talk on allotments was a useful thing to have done.

23-24/66 Finance

a) To note: the financial situation of the council up to 19th September ([click here](#))

Question raised about the minus figure in receipts which was due to not having received the 2nd half of the precept as yet - due at the end of the month.

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

- Careium Aug **£42.42** (LGA 1972 s137)
- DD Doro Care UK (Careium) **£97** (LGA 1972 s137)
- DD Opus Energy approx **£164.61** (Street Lighting) (Parish Councils Act 1957, s3)
- DD EDF Energy Cemetery **£6** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£17.12** (Cemetery Bin Collection) (LGA 1972 s.214(2))
- Clerks Salary, NI & HMRC (**£confidential**) (LGA 1972 s.112)
- Fowlmere Village Hall **£24** (Aug meeting room hire) (LGA 1972 s.134(4))
- Hardy Landscapes **£870.70** (Village Grass cutting July) (Open Spaces Act 1906 ss9-10)
- Hardy Landscapes **£456.00** (Ryecroft Lane hedge) (Open Spaces Act 1906 ss9-10)
- CAPALC **£14.00** (planning training) (LGA 1972 s.111)
- Storage Rent and expenses **£135.00** (LGA 1972 s.111)
- Hardy Landscapes **£504.00** (Ryecroft Lane substation clearance) (Open Spaces Act 1906 ss9-10)
- Hardy Landscapes **£2173.39** (Village Grass cutting August) (Open Spaces Act 1906 ss9-10)
- Shelford Tree Services **£427.68** (Tree Survey Beech Tree) (Open Spaces Act 1906 ss9-10)
- Agriplant **£960** (cutting of SSSI protected verges) (Open Spaces Act 1906 ss9-10)
- Careium Sept **£42.42** (LGA 1972 s137)
- Lebara Mobile **£3.95** (Parish Council telephone line) (LG(fp)A 1963 s.5)
- Virtual Landline **£3.95** (Parish Council telephone line) (LG(fp)A 1963 s.5)
- Office Sundries **£54.70** (LGA 1972 s.111)
- Pipe Dream Fittings **£126.04** (Piping for Butts goal nets) (Open Spaces Act 1906 ss9-10)
- Wickes **£8.50** (grass marking paint - cemetery) (Open Spaces Act 1906 ss9-10)
- United Reform Church **£25** (Finance Committee meeting) (LGA 1972 s134(4))
- Shelford Tree Services **£2994.00** (Tree works and Moat tree survey)(Open Spaces Act 1906 ss9-10)
- Cell pack solution **£429** (MVAS battery) (Highways Act 1980 s.274A)

c) Bills to be paid

- PKF Little John **£1008.00** (External Auditor) (LGA 1972 s.111)
- Ian Wilson Handyman **£734.24** (12 posts on the Butts) (Open Spaces Act 1906 ss9-10)
- Ian Wilson Handyman services **£25** (Rospa report work to play equipment on the butts)(Open Spaces Act 1906 ss9-10)

Cllrs agreed and noted the bills paid

d) Income

- Income VAT Rebate **£2175.76**
- SCDC Community Chest **£2000.00** Ear marked for community led plan
- Interment in existing grave non resident fee **£400.00**
- Interment and Transfer of Deed for resident **£150.00**
- Bus Shelter settlement **£2675.00**
- Non resident memorial fee **£160.00**
- Tree work payment by resident **£162.50**

e) **To note:** Completion and sign off of external audit.

f) **Street lighting:** electricity contract [update].

Discussed at finance meeting, no additional quotes received to date. Discussion deferred.

23-24/67 Trees, Grass and Hedges

a) Round Moat tree report ([click here](#))

Discussion was had surrounding the tree report, and the recommended work. Trees identified are close to properties. Balance risk v costs, but to try and keep the round moat open as a community asset. Discussion was had putting 6 & 12 month work together to work around nesting season, then quote for 24 month work and if budget allows work.

Proposal: To accept the recommendations from the tree report and seek quotes for tree work recommended in the report.

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

b) Isons Close Beech tree report ([click here](#))

Recommendation to use a deep mulch to retain moisture in the tree to help reduce the risk of limb shedding.

Proposal: To accept the recommendations of the tree report and to seek quotes for tree work recommended in the report.

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

c) Noticeboard board repairs ([quote](#))

The Chair and Clerk had removed the Butts Noticeboard after it had become loose and was moving in the recent high winds. It was not with the Handyman for safekeeping.

Quote to repair both noticeboards (Butts and Swan) was discussed with various options explored but the consensus was to go ahead with both.

Proposal: To accept the quote for repairs to both noticeboards.

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

d) Weeds spraying policy update from County Council ([click here](#))

To note the future survey from County Council regarding this new policy. Gather evidence regarding weeds on the highway.

It was noted that the road sweeper has been in the village and the large weeds had prevented the sweeping up of all the fallen leaves.

Action: All Cllrs to collect evidence regarding weeds causing nuisance and damage on the highways

23-24/68 Tree Stump Public Art proposal ([briefing note](#))

Discussion was had surrounding using the stumps left after removal of trees to create public art with village themes to be explored.

Proposal: To seek designs and quotes to create a public art sculpture from the 2x tree stumps on Saville Way Green.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Roberts **All agreed**

23-24/69 Remembrance Sunday Arrangements

a) **Proposal:** To purchase wreath from RBL as in previous years

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

b) **PC representative to lay wreath**

The chairman is currently available, but if his diary changes this can be discussed at next meeting.

Usual remembrance service traffic volunteers to be contacted as in previous years.

c) **To note:** 2024 is the 80th anniversary of the D-Day Landings; ideas welcome ([click here](#))

Discussion included ideas such as a plaque, bench, ideas around a member with.

Cllrs encouraged to come up with formal proposals.

23-24/70 Public Transport and Active Travel working group

a) Report from initial meeting

Had initial meeting, and looking for an older member of the village who uses the bus to give a broad coverage of ages and residents who use different modes of transport. Planning to meet once a month and put some ideas together to bring back to the parish council

23-24/71 Cemetery Management

a) Recent and upcoming interments, memorials and transfers.

A memorial Stone has been placed, one transfer of deed

b) Levelling and reseeded of 5 plots

5 plots to be re-levelled and seeded, quote from Hardy's of £250 plus VAT

Proposed by: Cllr Mulholland **Seconded by:** Cllr Roberts **All agreed**

23-24/72 Progress of ongoing projects

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

There had been some vandalism to the bug hotel. Thanks were expressed to the members of the public that had made good the damage.

b) Dog on lead signs for round moat [update]

Signs have been ordered.

c) Street Sign restoration [update]

"High Street" bottom of Manor Hill Farm had been refurbished. It was noted that the signs were looking smart.

d) War Memorial restoration [update]

Finance committee had agreed quote and this has been actioned, deposit paid, awaiting start date.

e) New project ideas

No new Project ideas.

23-24/73 Correspondence ([click here](#))

- 1) Gritting Scheme - *discussed at point 23-24/64(l)*
- 2) Strimming of Storm Drain Ditch - *SCDC have confirmed it is on their works schedule - no date has been set, very overgrown. Clerk to chase if no further action*
- 3) Butts Lane Adoption - *discussed at point 23-24/64(e)*
- 4) Round Moat - *Resident email re shadows from Trees - Clerk has responded. Discussion about cosmetic work, and a liaison between residents and the PC. The PC having a general tree policy to view would help with regular conversations.*
- 5) Round moat - *Resident email re fire and litter concern. discussed at point 23-24/72(a)*
- 6) Noisy event at the village hall - *PC was cc'd. To note.*
- 7) Email from Trustee VH re: Scooter park boards lifting, followed up stating it looked as if it had been fixed. *To note some of the boards are starting to have wear and tear. To note: the need to budget for future maintenance repairs*
- 8) Fallen Tree at Wardington Bottom Brook - *Clerk had meeting with residents and SCDC officer, all resolved.*
- 9) Email from resident re: Tree stump left as habitat at Long Close/Ryecroft Lane. *discussion had about the height and whether to re-visit this or add this to tree stump art project.*
- 10) Email from Resident regarding Tree works on The Way - *Clerk Replied.*
- 11) a) Over grown hedges on Rectory Lane and Thriplow Road - *reported via highways tool.*
b) Damaged manhole on Rectory Lane / High Street opposite St Marys - *Officer has ordered works*
c) Culvert - Drainage and Resilience team, have ordered a jetting camera investigation works to be carried out
- 12) Weeds Policy explanation - *discussed at point 23-24/67(d) To report any unsightly weeds via the Highways reporting tool.*

Cllr Sergeant left the meeting @ 21:40pm

- 13) Agenda and zoom link for the next Parish Council Planning meeting from SCDC. - *Noted*
- 14) Email from from resident re: over grown tree at the back of Ryecroft Lane. *Tree reports have not noted the tree for any works - resident is entitled to "abate a nuisance" if they wish, possible SCDC guidance note. Action clerk to contact. Discussion was had regarding the PC to have a formal Tree policy.*
- 15) 16) 17) Emails regarding ATC position in Chrishall Grange - *There had been some misunderstandings but these have now been resolved. Cllr Bryan questioned why Cllr Lennon had got involved and emailed the member of the public. It was noted that Cllr Lennon was not present to answer. It was suggested that Cllr Bryan take up her concerns directly with Cllr Lennon.*

At this time the meeting was disrupted by members of the public with voices being raised.

The Chair called the meeting to order and suggested the meeting may otherwise need to be suspended.

18) Email regarding 20mph LHI Success - *discussed at point 23-24/64(f)*

19) Follow up email on kerbing by bus shelter at Thriplow Road. *discussed at point 23-24/64(f)*

Cllr Sergeant returned to the meeting @ 21:54 hrs

20) Email from County regarding Academisation of the primary school and if there would be an impact of this on the community.

As the school does not rent their hall out for meetings or other activities it was felt there would be no community impact. Action Clerk to reply.

21) Email from Careium - Clerk emailed Careium support

22) Email from Resident regarding 31 Bus - *discussed at point 23-24/64(j)*

23) Email from Friendship Club, asking for reconsideration of grant application.

The Chair had replied cc'ing all Cllrs with an explanation and information from the standing orders.

Cllr Bryan asked why this wasn't discussed at full council as in 2022. The chair explained that s.137 requests are usually dealt with by finance however the Queen's death in Sept 22, meant the finance meeting that month was cancelled, and it was placed on full council agenda the following month so as to be discussed in a timely manner.

After attempts to re-debate the consideration of the grant. The Chair reiterated that this could only be done in accordance with standing order 7 and noted that Cllr Roberts had the opportunity to discuss the matter at the Finance meeting as a member of that committee, however she had attended a Foxton PC meeting.

25) *Email reminder regarding LHI application - discussed at point 23-24/64(f)*

26) *Road closure - discussed at point 23-24/64(b)*

23-24/74 Agenda items to be considered at future meeting

Cllr Bryan had requested a discussion on draft minutes policy. The chair asked that a briefing note be produced for Cllrs to consider the matter in advance of a discussion.

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

Meeting ended at 22.06.



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 17th October 2023 at 7:30 PM

PRESENT: Cllr Baker-Oxley, Cllr Brock, Cllr Bryan, Cllr Collinson (19:56), Cllr Hobro,
Cllr Mulholland (Chair), Cllr Sargeant, Cllr Roberts

IN ATTENDANCE: The Clerk and approximately 10 members of the public

BUSINESS TO BE TRANSACTED

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

The Chair made explained the new information notices regarding public participation that had been placed on the chairs to read. It was noted that these notices are now common at such meetings and are becoming best practice.

23-24/75 Apologies for absence (LGA 1972 s 85(1))

Cllr Ros Lennon (Personal Matter)

23-24/76 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 Mulholland declared an interest in Agenda item 89, and will hand the Chair to Cllr Baker Oxley.
Cllr Brock also declared an interest in Agenda item 89.

23-24/77 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 26th September 2023.

Proposed by: Cllr Mulholland **Seconded by:** Cllr Brock **5 Agreed 2 Against** (1 had not been in present)
Cllr Roberts wished it to be recored that she did not agree the minutes.

23-24/78 Clerks Report ([click here](#))

No questions

23-24/79 Public Participation Session (including reports received in advance)

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

Cllr Peter McDonald had sent his apologies.

Full Report on website. Main points below.

Programme to replace street lights across the county with LED's which shall save money.

Mention by Cllr Hobro - proposed changes to Nos 26 Bus Timetable designed to allow for congestion related delays as the bus passes through Cambridge.

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

Full Report on website. Main points below.

Bin Collection review with alterations had gone smoothly, if any issues please contact Cllr Hobro

Free Electric Blanket initiative, targeted for those in need ([link](#))

Planning officers at SCDC ran an outreach day with GenTwo for KS2 at Fowlmere Primary School which Cllr Hobro attended. It was a very positive day engaging with the children and hoping to incorporate some of their designs into the development by GenTwo at "The Way".

Cllr Roberts asked if a final planning decision had been taken on the application on "The Way"

Cllr Hobro replied that the decision had not been taken but the outreach day, which planning officers had attended, suggested a positive outlook.

- c) **Open Forum (not to exceed 15 mins) started @ 19:43**

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

A resident asked about the progress of the "Swings and Things" working group.

There has been 1 meeting which was very productive. Notes will be circulated to those who had expressed interest but had been unable to attend for comment prior to a second meeting which will hope to make recommendations to the council.

Reports to be pulled together turn things around.

A resident asked for a breakdown of the bill "office sundries"

This information was not to hand but if an email is sent to the clerk the information can be sent.

A resident asked about revisiting the quality of the footpath between Butts Lane and Long Lane (Elm Gardens) which is a popular school run route but becomes very muddy in winter especially when it rains. *The Chair said that in a meeting with the PROW officer about Butts Lane, he had discussed this as well and there had been an offer of planings from Highways if the PC could arrange a volunteer team to do the work.* The Resident responded that he would happily work with the Chair to get a team together. Chair to contact PROW officer to arrange.

A resident of Butts Lane asked about the quality of this road asking about the potholes. *The Chair explained that it is not adopted but we are in conversation with the county council about this.*

Public participation ended @19:51

23-24/80 Road Safety and Highways

a) Items reported to CCC Highways

Items can be reported by any Cllr or member of the public by [clicking here](#)

Flooding on Pipers Close had been reported. More potholes were appearing in this area to be reported.

It was noted that the pavement pot hole at Aldous court has been marked up suggesting the work will soon be carried out.

b) Speedwatch and MVAS [update]

No Speedwatch Sessions, this month .

MVAS has been moved to Long Lane.

c) LHI working group [update]

Meeting booked for next week.

Looking at data and new data coming in, including the automatic traffic count data.

d) Chrishall Grange Automatic Traffic Count recount [update] [\(report\)](#)

It was noted that the recount has taken place.

LHI Working Group to invite in the Chrishall Grange resident to attend their meeting.

23-24/81 Reports from meetings attended and/or training attended

Cllr Brock had been invited and attended to the GenTwo/SCDC youth engagement session at Fowlmere Primary School

Cllr Hobro said the first meeting of the Fowlmere Sustainable Travel working group. In summary; Agreed terms of reference; making sure membership is a diverse group with a good range of age groups. Beginning with simple ideas for fixes like improving information around the bus services for example: up to date timetables etc.

Will look to reach out to other parish councils to discuss improving the ability to walk and cycle to Thriplow and Foxton.

Cllr Collinson arrived @ 19.56

23-24/82 Finance

a) To note: the financial situation of the council up to 10th October [\(click here\)](#)

Budget currently on track. Chair noted that there will be some quotes coming in soon for tree work.

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

- DD Doro Care UK (Careium) **£97** (LGA 1972 s137)
- DD Opus Energy approx **£141.30** (Street Lighting) (Parish Councils Act 1957, s3)
- DD EDF Energy Cemetery **£6** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£17.12** (Cemetery Bin Collection) (LGA 1972 s.214(2))
- Clerks Salary, NI & HMRC (**£confidential**) (LGA 1972 s.112)
- Fowlmere Village Hall **£24** (Sept) meeting room hire) (LGA 1972 s.134(4))
- Hardy Landscapes **£1086.70** (Village Grass cutting July) (Open Spaces Act 1906 ss9-10)
- Storage Rent and expenses **£100.00** (Oct) (LGA 1972 s.111)
- AC Stoneworks 50% Deposit **£1380.00** (War Memorials (Local Authority Powers) Act 1923, s.1)
- Red Shoes Accounting **£46.80** (LGA 1972 s.111)
- Bank Standing Charge **£18.00** (LGA 1972 s.111)
- Lebara Mobile **£3.95** (Parish Council telephone line) (LG(fp)A 1963 s.5)
- Virtual Landline **£3.95** (Parish Council telephone line) (LG(fp)A 1963 s.5)
- Office Sundries & Equipment **£148.88** (LGA 1972 s.111)
- Virtual Landline **£3.95** (Parish Council telephone line) (LG(fp)A 1963 s.5)
- Cell Pack Solutions **£36.90** (Charger MVAS Battery)

- Unity Trust Credit Card Charge **£3.00** (LGA 1972 s.111)
- Shelford Tree Services **£960.00** (Tree works and Moat tree survey)(Open Spaces Act 1906 ss9-10)

All noted

c) Bills to be paid

- Melbourn Sheds 25% Deposit **£802.50** (bus shelter) (Open Spaces Act 1906 ss9-10)
- Gates near me **£96.00** (street sign project) (Open Spaces Act 1906 ss9-10)
- Careium £41.05

Proposal: that Cllrs agree to pay the above invoices and bills

All noted.

Cllr Roberts asked about timescale for the War Memorial cleaning.

The Chair said that he has asked that if it can't be completed before remembrance Sunday the preference was to wait until after to avoid it being half done and potentially messy on the day.

d) Income

- None

e) To note: Completion and sign off of external audit. Noted last month

f) Street lighting: electricity contract [update] *(quote) (quote)*

Updated figures had come in and a discussion concluded Cardinal Energy were preferred.

After further discussion about length of term it was agreed to go for the 3 year option to include the Cemetery to enable the council to budget.

Proposal: To agree the updated Cardinal Energy quote on a 3 year term

Proposed by: Cllr Mulholland

Seconded by: Cllr Hobro

All agreed

23-24/83 Biodiversity *(environment act 2021)*

- Government guidance *(web link)*
- SLCC guidance document *(web link)*

The Chair explained that at the environment act 2021 requires the council to develop a biodiversity policy and that this process needs to have at least started by Jan 2024.

Cllr Collinson had looked into this and had researched two such policies from Hackleton Parish Council and Long Ashford Parish Council. These appeared to provide a good starting point.

Cllr Brock said that some elements of this will be relevant to planning and could those aspects be put before the planning committee. This was agreed.

Proposal: For Clerk and tree officers to develop biodiversity policy to bring back to council.

Proposed by: Cllr Collinson

Seconded by: Cllr Sergeant

All agreed

23-24/84 RoSPA report [update on progress]

a) Recommendation for fitness sign for gym equipment *(quote)*

Discussion was had regarding the recommendation and the quote which was felt to be expensive.

It was acknowledged that the Village Hall Committee would need to be consulted over final placement.

Cllr Roberts to take to their committee meeting.

General agreement that sign was a good idea but further quotes required.

Proposal: To accept the recommendation for a sign but to seek further quotes.

Proposed by: Cllr Mulholland

Seconded by: Cllr Sergeant

All agreed

23-24/85 Trees, Grass and Hedges

a) Round Moat tree report [update]

Site meeting arranged as part of seeking quotes therefore no quotes yet received.

b) Isons Close Beech tree report [update]

Site meeting arranged as part of seeking quotes therefore no quotes yet received.

23-24/86 Cemetery Management

a) Recent and upcoming interments, memorials and transfers

There have been none.

It was reported that the handyman had begun the painting of the bell tower.

23-24/87 Progress of ongoing projects

a) Round Moat Pebble Fund [update] *[PC]*

Some damage to the bench was reported but have been resolved by volunteers. It was noted that kids on e-scooters have been using the round moat and this should be monitored.

b) Dog on lead signs for round moat [update]

Awaiting Delivery

- c) Street Sign restoration [update]
No update this month
- d) War Memorial restoration [update]
Deposit Paid. Awaiting start date.
- e) Thriplow Road Bus Shelter [update]
Deposit is to be paid to cover timber order and then they will start building.
- f) Tree stump Public Art [update]
Initial response received positive - awaiting sketches to make informed decisions
Quotes £450 per day, possibly.
- g) New project ideas
None

23-24/88 Correspondence to note ([click here](#))

The correspondence was discussed and noted.

23-24/89 Complaints received

Cllr Mulholland and Cllr Brock left the meeting @ 20:29. Cllr Baker-Oxley took the chair.

To note: Complaints received and proper process to be followed as advised by CAPALC
Noted

Proposal: To agree temporary committee to look into complaints, set up for the purpose of reviewing complaints confidentially and without bias. 3 Cllrs required.

Complaints will be considered confidentially by a temporary committee set up for the purpose, with 3 neutral councillors in the matter to be considered. There were 2 Cllrs not at the last meeting, Cllr Baker-Oxley and Cllr Lennon, 3rd Cllr Sergeant had left the meeting during this section, and returned after. Proposal is for these three Cllrs to sit on this committee.

Proposed by: Cllr Hobro **Seconded by:** Cllr Collinson 5 for 1 against.

Cllr Brock and Cllr Mulholland returned @ 20:47. Cllr Mulholland took the chair.

23-24/90 Agenda items to be considered at future meeting

The chair noted he wished to look at if 3rd Tuesday of the month is still the best day for the council to meet for this group of councillors. Will prepare a briefing note for the next meeting.

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

Meeting ended at 20:48



MINUTES OF THE MEETING OF FOWLMEERE PARISH COUNCIL PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on
9th November 2023 at 19:30

PRESENT: Cllr Baker-Oxley, Cllr Brock (in the Chair), Cllr Bryan, Cllr Collinson, Cllr Lennon,
Cllr Roberts

IN ATTENDANCE: The Clerk and 16 members of the public.

BUSINESS TO BE TRANSACTED

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

23-24/P27 Apologies for absence (LGA 1972 s 85(1))

Cllr Hobro, Cllr Mulholland, Cllr Sargeant (prior commitments)

23-24/P28 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

There were none

23-24/P29 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council Planning Committee agree the minutes of the Planning Committee meeting held on 7th September 2023

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

23-24/P30 Chairman's Item (Information Only)

- 1) Reminded Cllrs and the public that this is a meeting of the FPC that is held in public which is not the same as a "Public Meeting". There is a public participation section which allows for comments from the public. The public participation normally only lasts 15 mins, however, due to the presentation from a developer the public participation will be extended today. Once that section has passed the meeting reverts to debate and discussion between councillors, to which the public have the right to attend, but not to participate further. Laminated information sheets explaining public participation have been placed on chairs.
- 2) Yesterday the Clerk received two letters in her personal capacity, informing that the two applications for the 15 self builds on "Land south of 86 Chrishall Road" would be going to a planning appeal hearing on 17th November. This should not be confused with the separate application on the same site for 32 houses. The parish council made recommendations for refusal for both self build applications (in Feb 2022 and Aug 2022) and these would be available to the inspector.
As there has been no change in circumstance Cllr Brock suggested that there was no need for FPC to appear at the appeal hearing.
After a brief discussion reviewing what FPC had previously submitted it was agreed not to request to appear.

23-24/P31 Public Participation Session

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

a) Pre Planning Matters

(i) Pre-application presentation on behalf of Orchestra Land regarding land south-west of Long Lane, Fowlmere ([click for sketches](#)) ([click for presentation](#))

- The representative explained that both he and the landowner live in the village and care about its future.
- Average house price in Fowlmere is now 15 times the average income. Young people are priced out of the villages they grew up in, which is a district wide problem.
- Policy H/11 "Rural Exception Sites for affordable housing" makes provision for affordable housing developments to meet locally identified need on small sites. NPPF supports policy H/11
- Scheme at present for 12 dwellings, with mix of 1, 2, 3 bed with possible 1x 4bed. Probable mix of 50% affordable 50% market.
- Low density farm style building to reflect rural nature.
- Scheme may see 20mph zone extended and additional bus stops. The roadside footpath would be extended.
- Properties to be environmentally friendly with solar panels, EV charging and heat pumps.

- Current housing need data from Housing Strategy is for 31 affordable homes (25x rent 6x shared ownership)
- Fowlmere Primary School numbers are forecast to drop to 61% capacity by 2027/28. Same problem exists in Thriplow with numbers forecast to drop to 63% capacity. Problem is district wide apart from where affordable housing is being built such as in Barrington.

(ii) Questions from Cllrs.

- **Q.** Policy H/11 requires development to adjoin the existing settlement. This site does not. How do you address that?
A. This needed to be overcome but the Housing Strategy officer had suggested that where distances were less than 25m-50m there would be a pragmatic approach.
- **Q.** Do you control the land the extended footpath would be on?
A. The land is owned by Highways so a conversation would be required with them.
- **Q.** When are you likely to submit a formal application.
A. A pre-app enquiry will go into SCDC next week. This would ideally lead to a formal application next spring.
- **Q.** What other land in Fowlmere does Orchestra Land have options on?
A. The representative was unaware of any other plots in Fowlmere.
- **Q.** How much will the Shaw Close help school numbers?
A. Shaw Close has already been factored into the school admissions forecasts.
- **Q.** What re-assurances can be made that this application does not set a precedent?
A. Planning applications are assessed on their own merits.
- **Q.** What was the reason for where the wildlife corridor has been placed?
A. The land is lower lying there and would push the development back towards the trees helping the design.
- **Other comments included:**
 - A feeling that 1 bed houses were less helpful; 2 beds were better.
 - The land is very wet and can flood. The flood risk mitigation will need to be thought through.
 - That the application may not comply with the local plan and that the 25m mentioned earlier were an important protection.
 - An exception site of around 25m from the settlement was in recent years made in Foxton.
 - The garden sizes seemed generous.

(iii) Questions from members of the public

- **Q.** It would seem half the houses would probably have children needing to get to the school. They will drive and cause more chaos by the school. Has this been thought about?
A. The footpath would be extended along to the development. This would create a walking distance of approx 450m to the school (6/7mins walking time) which is closer than some parts of the village such as the bottom of Chapel Lane.
- **Q.** Is the site sustainable? No one will cycle anywhere so most houses will have 2 cars. How will they fit? 1 bedroom places won't help the school.
A. Car parking would comply with local plan requirements. Traffic generation could be helped by providing a bus stop outside the site.
- **Q.** You've described it as low density but it looks high density. What consideration has been given to waste water.
A. Waste water would go into mains sewerage.
- **Q.** Would the social housing be designed the same as the market housing?
A. The intention would be to mix affordable and social with similar designs so social housing would not be obvious.
- **Q.** Who would be the freeholders of the rental properties?
A. Ideally looking to work with SCDC to add them to their housing stock.
- **Q.** Surface water drainage is a concern. Will the drains, roads and pathways be adopted by the County Council?
A. Looking to use permeable surfaces. It's unlikely that County Council would adopt so a management company would be required.
- **Q.** What wildlife would the wildlife corridor be suitable for? There are a large number of deer that currently cross the site.
A. Mindful that deer use it but there are other crossing points. The development would see a bio-diversity net gain.

- **Other comments included:**

- A feeling that 1 bed houses were less helpful. And 2 beds were better.
- The site is not compliant and approval would set a precedent.
- 1 bedrooms could be useful for elderly downsizing freeing up family homes elsewhere in the village.
- Where are the young people who want to stay in this village going to live?
- The site being open helps the transition into open country side. Development would change it to be too urban.
- Water management and sewerage would be a concern.
- Concern of it being a trojan horse development.

(iv) Follow-up questions from Councillors

- **Q.** Will the houses be terraced or detached
A. *Intention is for them to be linked in a farm yard style.*
- **Q.** Would you keep to the local connections conditions that Shaw Close has attached to it when allocating social housing.
A. *The housing need data shows a local need greater than being proposed so it is unlikely there would be any houses available for non-local people.*

b) Comments and questions on anything else on the agenda from members of the Public

- **Q.** I didn't know about this evening until a friend text. How do you alert the people who would be affected.
A. *There are legal requirements on the steps parish councils must take to publicise their meetings. These are to use the parish council's notice board, outside The Swan and the website. It is not practical to use for example email circulation lists as people move to and from the village and updating would not be practicable. We follow the legal requirements.*
- **Q.** Would the Parish Council be generally in favour of this sort of development
A. *It's helpful to keep our powder dry and the council will look at the matter if a planning application is made.*

22-24/P32 Discussion by planning committee members on:

a) Development proposals at land south-west of long lane, Fowlmere: Presentation by Orchestra Land.

- Outside the Village Envelope and against local plan. People could go and live in Melbourn. Won't be the end and will set a precedent.
- We have some information not all. Look forward to considering it when there is more information.
- Doesn't sit comfortably. If this succeeds it will be hard to stop the other fields being filled.
- Water and flood management a concern. Would worry the social housing might be cramped.
- Unadopted roads is disappointing. People in social housing tend to be less well off and so having to assume responsibility for the roads seems unfair.

It was suggested that Cllr Brock contact SCDC for their thought is a couple of weeks after the developer has had their pre-app meeting with them. This was agreed by all.

23-24/P33 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 applications received following the issue of the agenda will be considered.

a) 23/03642/HFUL - Whitehall 9 Chapel Lane Fowlmere

Erection of a greenhouse, summerhouse, garden shed and bicycle shed, and removal of an existing dilapidated shed.

- As this application is a Councillor's application, it is the stance of this committee not to comment.

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

b) 23/03819/HFUL - 5 Champions Close Fowlmere Cambridgeshire

Single storey front extension, two storey side extension, and part single storey, part two storey rear extension

- Sympathetic to needs of families to extend their properties but concerns the extension will remove off street parking creating problems for neighbours. On street parking may end up in what is the natural turning point of the road. Highways have highlighted this too.
- Neighbours have questioned if it is in keeping with the existing street scene.
- Front garden could be converted to parking to resolve the issue.

Proposal: To recommend refusal on the basis of parking concerns.

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

The Following applications are for information only.

c) 23/04061/PRIOR - The Butts Business Centre, Unit 2 The Butts Fowlmere

Demolition of a single storey steel framed building with blockwork/metal cladding external walls and metal pitched roof.

- Enabling works for the other application submitted for this area. Prelude to the further works happening on the site that has yet to be determined.
- Parish Council had recommended refusal of the original application.

Proposal: To recommend refusal on the basis that the application is parasitic on the original application to which FPC had objected.

Proposed by: Cllr Roberts **Seconded by:** Cllr Bryan **3 for 2 abstentions. Motion agreed.**

23-24/P34 Update on application 22/0467/FUL, Land at the Way, Fowlmere.

- Cllr Brock reminded Cllrs of his dispensation granted by the PC
- Cllr Brock had attended the SCDC Planning Committee meeting and had spoken on behalf of the PC's position. (This had been agreed by Cllrs via email)
- Cllr Brock summarised the meeting and had also written a full report ([click here](#))
- The major concern was the potential of off site parking and the enforceability of the conditions SCDC were seeking to place. The conditions were felt to be too weak.
- There was a window to ask for changes before the s.106 agreement is signed and formal permission granted.
- After discussion it was agreed to send Cllr Brock's report to SCDC and request the changes highlighted.
- One positive of note was the permitted development rights to use class Q to convert dwellings had been removed.

Meeting ended @ 21.33.

Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion in accordance with Standing Order 9b.



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 21st November 2023 at 7:30 PM

PRESENT: Cllr Baker-Oxley, Cllr Brock, Cllr Hobro,
Cllr Mulholland (Chair), Cllr Roberts

IN ATTENDANCE: The Clerk and approximately 8 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/91 Apologies for absence (LGA 1972 s 85(1))

Cllr Lizzie Bryan (unwell), Cllr Ros Lennon (personal matter)
Cllr Peter Collinson (Absent) Cllr Chris Sargeant (Absent)

23-24/92 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

Cllr Brock reminded Councillors of his dispensation relevant to agenda item 105.

23-24/93 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 17th October 2023.

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

23-24/94 To receive minutes of Committee Meetings

a) Planning Committee (9th September 2023) ([click here](#))

Proposed by: Cllr Mulholland **Seconded by:** Cllr Baker Oxley **All agreed**

23-24/95 Public Participation Session (including reports received in advance)

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

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

Fresh appeal for foster carers across the county.

A "Quality of Life" Survey had highlighted 18-25yr olds the group most likely to suffer loneliness and mental health issues. The cost of living was noted as a driving factor in the report.

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

Full Report on website. Main points below.

Cllr Hobro highlighted:

- *Bin collection days can be checked on the SCDC website ([click here](#))*
- *There is a new procedure for anyone is not satisfied with the planning process. 1) Contact case officer, 2) Area Manager - Michael Sexton, 3) Cllr Hawkins (Cllr for Planning) or Cllr Hobro (Cllr for Ward).*
 - *Cllr Brock noted that it is difficult to know if there is a problem with the planning process until the Officers Report is released a few days before it is considered by SCDC planning committee by which time it is too late to address issues. Could this flaw be addressed. Cllr Hobro agreed to feed this back to Cllr Hawkins.*
- *SCDC is pleased to have a balanced budget and is not suffering the shortfalls being felt elsewhere.*
- *SCDC has a new landlord incentive scheme as part of it's continued help for those fleeing Ukraine.*
- *Cllr Hobro gave an update on the "Best Value Noticed" issued by the Govt to SCDC in respect of the 4DWW. It was felt to be a political move as there is no clear area where the council is failing to provide best value and the trial was saving money.*

c) **Open Forum (not to exceed 15 mins)** started @ 19:48

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

- *A resident suggested recording meetings and putting them on YouTube as SCDC do. The Chair said if a Cllr wished to pick that idea up and bring a formal proposal to Council then we could have it as an agenda item to discuss.*
- *A resident wished to express his support for the 4DWW trial at SCDC.*
- *A resident asked for a Swings and Things working group update. The notes from the 1st meeting were on the PC website and there was to be a 2nd meeting next week.*

Public participation ended @19:53

23-24/96 Road Safety and Highways

- a) Items reported to CCC Highways
Aldous Court hole has been fixed.
- b) Speedwatch and MVAS [update]
No Speedwatch Sessions, this month.
MVAS Machine was to be moved to Pipers Close in the next few days.
- c) LHI working group [update] **(draft 20mph extension drawings)**
CCC have come back to the PC with the design which matched what had been requested extending the 20mph zone to just past AppleAcre and just past Shaw Close with a new 40mph buffer zone.
It was noted that one of the 20mph repeaters would require a new post in the ground which seemed unnecessary as there were plenty of existing street lights it could be mounted onto instead. Cllr Hobro agreed to feed this suggestion back.
- d) Ryecroft Lane culvert
The County Council had carried out a CCTV investigation for the culvert under Ryecroft lane to take place and it showed no fault's, and found the culvert is clear in spite of the apparent subsidence on the surface. It was felt the PC had done as much due diligence as it could have.

23-24/97 Reports from meetings attended and/or training attended

Cllr Hobro mentioned the Fowlmere Sustainable Transport working group meeting had taken place which had undertaken a survey of the bus stops in Fowlmere and the information that is displayed. **(click here)**. Suggestions to improve the information available at the bus stops and potentially add some lighting. Fully developed proposals to be brought to the next meeting.

23-24/98 Finance

- a) **To note:** the financial situation of the council up to 15th November **(click here)**
Budget is currently on track.
- b) **Bills paid since last meeting** (as per financial regulation 5.5)
- DD Doro Care UK (Careium) **£138.05** (LGA 1972 s137)
 - DD Opus Energy approx **£205.34** (Street Lighting) (Parish Councils Act 1957, s3)
 - DD EDF Energy Cemetery **£6** (Chapel Electricity) (Parish Councils Act 1957, s3)
 - DD SCDC **£17.12** (Cemetery Bin Collection) (LGA 1972 s.214(2))
 - Clerks Salary, NI & HMRC (**£confidential**) (LGA 1972 s.112)
 - Fowlmere Village Hall **£24** (meeting room hire) (LGA 1972 s.134(4))
 - Hardy Landscapes **£1811.16** (Village Grass cutting July) (Open Spaces Act 1906 ss9-10)
 - Storage Rent and expenses **£100.00 (Nov)** (LGA 1972 s.111)
 - Hardy Landscapes **£250** (levelling of cemetery plots) (Open Spaces Act 1906 ss9-10)
 - United Reform Church **£20.00** (meeting room hire) (LGA 1972 s.134(4))
 - Lebara Mobile **£3.95** (Parish Council telephone line) (LG(fp)A 1963 s.5)
 - Virtual Landline **£3.95** (Parish Council telephone line) (LG(fp)A 1963 s.5)
 - Office Sundries **£8.80** (LGA 1972 s.111)
 - Unity Trust credit card admin charge **£3.00** (LGA 1972 s.111)
 - National Data Collection **£575** (automatic Traffic count for LHI) (HA 1980 s.274a)
 - The local sign company **£160.50** (Wildlife signs for the Rnd Moat) (Open Spaces Act 1906 ss9-10)
 - Gates near me **£96** (Village signs restoration)
 - Eldercare Careium **£49.49** (LGA 1972 s137)

Proposal: To Note Bills Paid.

c) Income

- Savings Account Interest Careium **£1054.83**
- Cemetery Fees: **£175.00**
- VAT Rebate **£3911.76**

d) **To note:** NJC pay settlement of increase of £1p/h to Clerks salary to be backdated to beginning of financial year.

23-24/99 Meeting schedule for 2024 (briefing note)

- a) Councillor and Clerk survey feedback
- b) **Proposal:** That Fowlmere Parish Council moves to a two month cycle of meetings to make better use of time and improve efficiency. This change shall be treated as a 1 year trial and shall be assessed in November 2024

A briefing note explaining the idea had been circulated which included Cllr feedback from the survey. The two main areas of concern were that bi-monthly meetings may become too long or that an urgent matter might be left for too long a time. It was noted that an extra meeting could be called to deal with an urgent or unexpected matter and it was agreed that there should be a review of the new arrangement.

The size of the "example villages" that operate bi-monthly was discussed; while Heydon is a lot smaller, it was noted that Thriplow & Heathfield is about the same size as Fowlmere and a two-monthly meeting cycle seemed to work well for them.

Public access to the council was also discussed but it was noted that meetings was just one method of access alongside emailing in and speaking with the Clerk or Cllrs in the street / pub / on dogwalk or school run etc.

The Clerk's workload and hours was also discussed. It was noted that the Clerk consistently goes over allocated hours; this change may not fully resolve that issue, but might help towards it.

Proposed by: Cllr Mulholland. **Seconded by:** Cllr Baker Oxley **4 for 1 against.** **Motion passed.**
Cllr Roberts asked that her vote against be recorded in the minutes.

23-24/100 Christmas Tree

Cllr Roberts offered to lead and organise the purchase from a local Garden Centre. She has the decorations at home. Cllr Hobro offered to help.

Proposal: To place Christmas Tree at Memorial Well as in previous years.

Proposed by: Cllr Roberts **Seconded by:** Cllr Hobro **All agreed**

23-24/101 Trees, Grass and Hedges

a) Round Moat tree report [update]

Quote to do the recommended work on a "day rate" basis to keep costs down in order of urgency based on the tree report (6mth, 12mth, 24mth) across the two days. We would then assess progress to see if there is further work needed.

A discussion on the quote suggested this was reasonable price for the amount of work to be done and was a cheaper day rate than one quoted by another tree surgeon in 2021.

It was noted that TPO permission is in with SCDC and no works will be carried out until the TPO agreement has been received.

Proposal: to agree round moat Tree work quote from Shelford Tree Services

Proposed by: Cllr Mulholland **Seconded by:** Cllr Rose Baker **All agreed**

b) Isons Close Beech tree report [update]

This is the oldest known tree in the Village at approx 350 years old. Discussion centred on looking after the tree and making a feature of the tree with an information plaque to containing some history about it.

Proposal: to agree 5m diameter mulch of the beech tree

Proposal: to agree low fencing to help keep mulch in situ

Proposed by: Cllr Mulholland **Seconded by:** Cllr Roberts **All agreed**

c) Management of Round Moat watercourse (full of logs)

It had been noticed that a lot of logs were in the ditch part of the round moat and advice had been sought from SCDC watercourse officer who advised removal. Cllr Mulholland to liaise with Cllr Collinson to create a working party to remove the logs from the water.

Mention was made of a previous ideas of a bridge at the Saville way entrance which was still thought to be a good idea.

d) GenTwo Trees and SCDC "6 Trees"

GenTwo Trees - This has been agreed and a location needed to be agreed. Shelford Tree Services had recommended putting them on the "Telly Tubby Hills" (Savile way green space). It was noted that children enjoy playing in this area and that the diseased trees along the pathway were near. Clerk to find out more about the fungi and if it spreads easily and ask about another location.

SCDC "6Trees". Last year PC opted for single tree which was placed on the Butts. Shelford Trees advised another single tree placed in the same area of the previous oak would work. **All Councillors Agreed**

e) Annual Leaf Collections (quote)

It was noted that the grass on the green had been improving since the leave collections had taken place, and it was worthwhile to continue. By agreeing to the quote now, the contractor can make a decision on the best time and avoid catching early snowdrops by accident.

Proposal: to agree leaf collection on Jacksons Way/Isons Close area and The Butts.

Both Proposed by: Cllr Mulholland **Seconded by:** Cllr Hobro **All agreed**

23-24/102 Cemetery Management

- a) Recent and upcoming interments, memorials and transfers
There was one upcoming burial.

23-24/103 Progress of ongoing projects

- a) Round Moat Pebble Fund [update] *[PC]*
Cllr Collinson not present; No update.
- b) Dog on lead signs for round moat [update]
These have now been installed.
- c) Street Sign restoration [update]
Lynch Lane is the latest street sign to be restored. Signs were looking good.
- d) War Memorial restoration [update]
J.R. Stoneworks had managed to clean war memorial before Remembrance Sunday. Positive comments had already been received. Once clean it was noted that some of the letters will need re-cutting before re-painting. Contractor to send an update and further quote.
- e) Thriplow Road Bus Shelter [update]
No update. Clerk to contact company re:timescales
- f) Tree stump Public Art [update] *(sketches)*
Art work and quotes had been received. Quote was for day rate. Expected to take 2 to 3 days.
Proposal: to agree up to 3 days work by artist for tree stump artwork.
Proposed by: Cllr Mulholland **Seconded by:** Cllr Brock **All agreed**
- g) Community Led Plan
Questionnaire has been put together. The online version was being tested for feedback before being rolled out in the new year. While the online version will be the main focus, there will be a paper version available. A whole village leaflet drop is planned to advertise the questionnaire, making sure all households are made aware.
- h) New project ideas
There were none.

23-24/104 Correspondence to note *(click here)*

Most of the correspondence has been covered in the meeting. There was no other correspondence Cllrs wished to note or discuss.

23-24/105 Report from SCDC Planning Committee by Cllr Brock *(click here)*

Proposal: Motion to exclude public and press: *Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.*

Proposed by: Cllr Mulholland **Seconded by:** Cllr Brock **4 for 1 against.** **Motion passed.**
Cllr Roberts asked that her vote against be recorded in the minutes.

Members of the public left the meeting.

Cllr Brock reported on the SCDC Planning Committee meeting and a discussion took place.
It was agreed to keep a healthy dialogue open with both SCDC Planning Officers and GenTwo.

23-24/105 Agenda items to be considered at future meeting

There were none

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

Meeting ended at 21:46



MINUTES OF THE MEETING OF OF FOWLMERE PARISH COUNCIL FINANCE COMMITTEE

which was held in the URC School Room, Chapel Lane on
6th December 2023 at 19:30

PRESENT: Cllr Baker-Oxley, Cllr J Hobro, Cllr Lennon (Chair),
IN ATTENDANCE: The Clerk and 3 members of the public

BUSINESS TO BE TRANSACTED

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

23-24/F36 Apologies for absence (LGA 1972 s 85(1))

Cllr Roberts, Cllr Mulholland (prior commitments) Cllr Sargeant (illness)

23-24/F37 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

There were none.

23-24/F38 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

The Clerk noted the change of venue from the draft the minutes from the Pavilion Room to the URC School Room, Chapel Hall.

Proposal: The Finance Committee of Fowlmere Parish Council herewith agree the amended minutes of the meeting held on 13th September 2023

Proposed by: Cllr Baker-Oxley **Seconded by:** Cllr Hobro **All Agreed**

23-24/F39 Public Participation Session

There were no questions.

23-24/F40 Review of Income and Expenditure 23/24 to date

Clerk explained the rebate to the street-lighting account.

Discussed expenditure to date and the estimated expenditure to the end of March 24

23-24/F41 Review and setting of Budget 24/25 and Precept.

- The Clerk discussed the budget notes alongside the budget figures explaining reasoning behind increases and decreases.
- Figures had been updated inline with the new electricity contracts that had been agreed for the unmetered street lighting and the cemetery,
- The new grass cutting and grounds maintenance schedule (reducing frequency of cuts - which will be kept under review) had made savings.
- The amount of tree work and tree surveys was discussed. Tree surveys needed to be budgeted for as well as tree work. With the Round Moat and Ison's Close beech tree now being surveyed independently, could the rest of village survey change to 3 yearly rather than 2 yearly. A recent legal ruling will need to be considered, regarding trees next to a road. (Witley Parish Council v Cavanagh)
- Regular Automatic Traffic Counts would now be budgeted for rather than being taken from contingency to help with future LHI applications.
- Defib maintenance and MVAS battery maintenance had been budgeted in.
- A rolling £500 p/year election budget has been added rather than budgeting £2000 once every 4 years.
- Contingency could be lower as there had been was a decent size reserve at present.

The budget as set represented an 8% rise which seemed large but was inline with the average wage rise and pension rises. Last year the PC had been very restrained with a 5% rise in the face of 11% inflation but this had probably been too conservative in hindsight. Inflation now was falling but still high. General feeling was to try to reduce further. By lowering the contingency further with a view to relying reserves if needed 7.18% was achieved.

Proposal: to agree the precept and put forward to council in January. 7.18% figure

Proposed by Cllr Lennon **Seconded by** Cllr Hobro **All Agreed**

23-24/F42 Review of accounts to transfer monies into from Ward endowment to keep financial risk low.

There was a discussion around how few banks will allow Parish Councils to have savings accounts. Some smaller banks are affiliated/underwritten with larger banks meaning FSCS cover is combined and not separate.

Unity has a 5.2% 24month bond account that requires a minimum deposit of £100k so the top £15k would not be covered. Would this be an acceptable risk?

Cllr Lennon had spoken with a financial advisor and there was a discussion on the benefits of a stocks linked spread investment where the PC could choose low, medium or high risk. A low risk investment would seem to be an option.

It was agreed to get more information about the investment option of potentially up to £150k for further discussion.

Action: Cllr Lennon to research.

23-24/F43 s.137 grant requests

There had were two grant requests to consider.

Royston & District Community Transport

- £300 requested (lower than last year)
- Request to fund driver training for the wheelchair assisted vehicle
- There were 21 registered users in Fowlmere. There was no restriction on registering.

Proposal: to agree the £300 grant request to R&DCT

Proposed by Cllr Lennon **Seconded** by Cllr Hobro **All Agreed**

MAGPAS (Air Ambulance)

- No specific amount requested but a list of what money could buy included.
- Not a grant the PC has awarded before. Unsure if they have asked before
- General sympathy towards the idea of supporting but s.137 already over budget this year. Perhaps look to support in the future.

It was agreed not to progress this proposal this year.

It was generally noted that the in home personal alarms for the vulnerable had gone up with the increased up take. This cost would need to be monitored moving forward. Other providers could be looked into.

Action: Cllr Lennon to research

23-24/F44 To agree the virements below regarding current budget.

- a) Virement of £1000.00 from Contingency to Public Areas
- b) Virement of £600.00 from Clerks Training to s.137 (in home personal alarms)
- c) Virement of £300.00 from Street Lighting to Public Areas
- d) Virement of £800.00 from Contingency to Trees

Proposal: to agree the virements stated above for the current budget.

Proposed by Cllr Lennon **Seconded** by Cllr Baker-Oxley. **All Agreed**

Meeting closed 21:02

Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion in accordance with Standing Order 9b.

Date of Next Meeting: February (TBC)



MINUTES OF THE MEETING OF FOWLMEERE PARISH COUNCIL PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on
7th December 2023 at 19:30

PRESENT: Cllr Baker-Oxley, Cllr Brock (in the Chair), Cllr Bryan, Cllr Roberts

IN ATTENDANCE: The Clerk and members of the public.

BUSINESS TO BE TRANSACTED

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

23-24/P35 Apologies for absence (LGA 1972 s 85(1))

Cllr Collinson, Cllr Hobro, Cllr Lennon, Cllr Mulholland (prior commitments), Cllr Sargeant (illness)

23-24/P36 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

There were none

23-24/P37 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council Planning Committee agree the minutes of the Planning Committee meeting held on 9th November 2023

Proposed by: Cllr Roberts **Seconded by:** Cllr Baker-Oxley **All Agreed**

23-24/P38 Chairman's Item (Information Only)

None.

Cllr Roberts asked if there was any update on the GenTwo application. The chair said he had made contact as requested at the previous meeting but there was nothing further to note as yet.

23-24/P39 Public Participation Session

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

There were none.

23-24/P40 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 applications received following the issue of the agenda will be considered.

a) 23/04111/HFUL - Newlands, London Road, Fowlmere

Construction of rear detached pool room and garden wall

A brief discussion produced a neutral position.

Proposal: A neutral stance with no comments.

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

b) 23/03819/HFUL - 5 Champions Close Fowlmere Cambridgeshire - amendment (plus additional amendment received on 6th Dec)

Single storey front extension, two storey side extension, and part single storey, part two storey rear extension

Application was looked at, at last meeting; main concern was reduction of onsite parking space due to extension. The application has been amended and there is now an onsite parking space.

Proposal: A neutral stance with no comments.

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

c) 23/04395/S73 - 16 Ryecroft Lane Fowlmere Cambridgeshire

S73 to vary condition 2 (Approved plans) of planning permission 21/01605/HFUL (Front porch, partial demolition and side extension. Rebuild existing damaged wall to front. Resubmission of 20/02042/HFUL) the inclusion of parapet upstands

A new set of plans to a previous application that had permission. A very a small increase in the footprint.

Proposal: A neutral stance with no comments.

Proposed by: Cllr Roberts **Seconded by:** Cllr Baker-Oxley **All Agreed**

d) [23/04453/FUL](#) - Land Southeast Of Pumping Station Chrishall Road Fowlmere

Proposed agricultural building.

Concern was raised that the application doesn't state how it fits, if at all, with SCDC policies and there is not enough information to make an informed decision about the application.

Proposal: Reluctantly to oppose until more information comes forward which will allow the council to look at the application afresh

Proposed by: Cllr Brock

Seconded by: Cllr Roberts

All Agreed

e) [23/03904/HFUL](#) - 16 Dovehouse Close Fowlmere Cambridgeshire

Change position of window and door to front.

A brief discussion produced a neutral position.

Proposal: A neutral stance with no comments.

Proposed by: Cllr Roberts

Seconded by: Cllr Bryan

All Agreed

The Following applications are for information only.

There were none

23-24/P41 Notification of planning application going to SCDC Planning Committee.

[22/05427/FUL](#) Land To The South Of 86 Chrishall Road Fowlmere Cambridgeshire:

Erection of 32no dwellings including 26 no affordable dwellings and 6 no private market dwellings representing a rural exception site with associated landscaping, play area, and access (Re-submission of 21/05640/FUL).

Cllr Brock explained that he is happy to attend but has an unavoidable appointment which would require him to leave at 11:45am. Having spoken with SCDC they are happy to have a reserve on standby and Cllr Mulholland was able to do this via video call from work.

There was a question about the whether the vice-chair of planning rather than the chair of the parish council should attend as Cllr Brock's reserve; it was noted he was currently overseas.

There was a discussion about what the PC's position would be and it was noted that comments would follow the submission made by the PC in June when we last looked at and voted on this application.

Two Cllrs expressed unhappiness at Cllr Mulholland being the stand-by.

Proposal: For Cllr Brock to represent FPC at SCDC Planning Committee in relation to application 22/05427/FUL in his capacity as chair of the planning committee. In the event he is unable to attend for the Chair of FPC (Cllr Mulholland) to speak in place.

Proposed by: Cllr Brock

Seconded by: Cllr Baker-Oxley

2 for 2 against

With the Vote was tied, the Chairman had the casting vote which was made in favour of the motion.

The motion was passed

Meeting closed at 19:50.

Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion in accordance with Standing Order 9b.