



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**  
which was held in the Pavilion Room, Fowlmere Village Hall on  
**TUESDAY 16th January 2024 at 7:30 PM**

**PRESENT:** Cllr Baker-Oxley, Cllr Peter Collinson, Cllr Hobro,  
Cllr Mulholland (Chair), Cllr Roberts, Cllr Chris 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.*

**24/001 Apologies for absence (LGA 1972 s 85(1))**

Cllr Bryan, Cllr Brock, Cllr Lennon, (personal commitments)

**24/002 Declarations of interest & requests for dispensations in agenda items**

*(Localism Act 2011 s 31 s33)*

There were none.

**24/003 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)**

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

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

**24/004 To receive minutes of Committee Meetings**

a) Finance Committee (13th September 2023) ([click here](#))

b) Planning Committee (9th November 2023) ([click here](#))

**Proposal:** To receive the above minutes

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

**24/005 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.*

- It was noted that Storm Henk had caused a lot of problems across the County.

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

*Full Report on website. Cllr Hobro highlighted:*

- Storm damage. SCDC had advice on it's website on dealing with flood damage. ([click here](#))
- Green Business Programme has been launched ([click here](#))
- It was noted 25% of benefits go unclaimed, residents in need of support were encouraged to check they are claiming all the benefits they're entitled too. ([click here](#))
- It was noted that SCDC has won two awards for Youth Engagement.
- It was noted that while Michael Gove had announced proposals for the Governments Cambridge 2040 vision there was still little detail and SCDC are still awaiting clarity.
- Local Plan - water and transport issued had caused some delays but it was still on track. Update not expected before March.
- 4 day week. Trial is ongoing, going well 1 year in due to run for a further 3 months, before a decision.

The Swan was raised as an issue - restaurant now closed and the building in a poor state. Concerned about whether it is on the at risk register. It was noted that it is an important building in the village.

Planning compliance, conservation notices and registering as an Asset of Community value were all discussed. It was agreed to ask Cllr Brock to look into what are the best options going forward along with Cllr Collinson and Cllr Hobro.

All Agreed.

**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 raised concern about the potential of a travellers site being established on the Land known as "Triangle 2".

The Chair described options available should it happen and said he would respond fully by email.

Public participation ended @19:53

**24/006 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](#)*

Cllr Hobro updated on the Bridal Way between Thriplow and Whittlesford. The landowner has been obliging and will organise some earth to maintain the right of way when the weather improves.

The Clerk has reported potholes on Chapel Lane and by the speed hump on Long Lane.

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

Pavement flooding being caused by a blocked drain. When the pathway is flooded it pushes pedestrians into the road, which is a safety concern, and blocks the entranceways to two properties (21 & 22). Once the water has reseeded a large amount of muddy silt is left on the pathway.

Peter McDonald and Highways are aware but have a large list due to recent bad weather. One resident has been reminding Highways about the flooding regularly and this will hopefully bring to the top of the list.

**c) Thriplow Road and Rectory Lane hedging - Highways "Green Team" roadside works. (see *correspondence*)**

This work has been outstanding for a while. The Clerk had spoken with a highways officer and it had been suggested that if the PC arrange the work, highways would reimburse.

**Proposal:** To agree for the Parish Council to arrange and pay for works with invoices to be raised with County Council to reimburse costs.

**Proposed by:** Cllr Collison **Seconded by:** Cllr Hobro **All agreed**

**d) Speedwatch and MVAS [update] To note:** Mick Lennon to become new Speedwatch lead

Since last meeting there hasn't been any Speedwatch sessions. Chris Howe, has taken a step back due to work commitments. Mick Lennon to take over as Speedwatch lead.

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

**e) LHI working group [update]**

Cllr Hobro will follow up with Peter McDonald about getting the bollards by the little triangle to prevent corner cutting eroding the verge. Positive discussions are ongoing with Chrishall Grange about reducing the speed limit. It was noted that the road is also the boundary with Duxford Parish and a courtesy letter should be sent to inform them of the plans.

**Action:** James to work with Clerk to draft.

**f) Elm Gardens Public Footpath [update]**

The public right of way from Elm Gardens (Long Lane) to Butts Lane had now been treated with 4 tonnes of shingle and was no longer muddy underfoot. This has been universally welcomed, especially by the School. Thanks to Highways for the material free of charge and the team of school run dads who volunteered.

**24/007 Reports from meetings attended and/or training attended**

Cllr Hobro attended the Eco fair at Shepreth which was extremely well attended, hosted by "Sustainable Shepreth" with lots of other exhibitors. There could be opportunities to collaborate.

Cllr Hobro held a meeting of the Sustainable travel Group. Main focus is improving the information at bus stops, getting some clear signage up. There is a possibility of working with Peter McDonald to source the signs for free but if there was a charge could the Parish Council contribute to this?

It was agreed that the PC could fund modest amounts with the suggestion of using the Clerks power to purchase within the financial regulations as the cap without the need to come back to council. Larger amounts would need consideration.

The working group are also planning to set up a Facebook alias to use, to channel information.

Cllr Hobro updated on the bus re-tendering process which includes some service improvements and it is hoped this will improve the reliability of the bus services.

## 24/008 Finance

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

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

- DD Doro Care UK **£138.05** (personal alarms) (LGA 1972 s137)
- DD EDF Energy Cemetery **£21** (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£34.24** (Dec & Jan) (Cemetery Bin Collection) (LGA 1972 s.214(2))
- DD Lebara Mobile **£7.90** (Nov & Dec) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£7.90** (Nov & Dec) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card admin charge **£6.00** (Nov & Dec) (LGA 1972 s.111)
- DD Microsoft **£10.51** (365 subscription) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (Nov & Dec) (LGA 1972 s.112)
- Fowlmere Village Hall **£72** (Nov & Dec) (meeting room hire) (LGA 1972 s.134(4))
- Hardy Landscapes **£1122** (leaf collections) (Open Spaces Act 1906 ss9-10)
- Storage Rent and expenses **£200** (Dec & Jan) (LGA 1972 s.111)
- Office Sundries **£55.26** (LGA 1972 s.111)
- Red Shoes Accounting **£57.60** (quarterly payment) (LGA 1972 s.111)
- Unity Trust Bank Service Charge **£18** (quarterly payment)
- CAPALC Financial Courses **£150** (LGA 1972 s.112)
- SLCC Clerk Training **£72** (LGA 1972 s.112)
- Phillimore Garden Centre **£52.50** (Memorial Well Christmas Tree) (LGA 1972 s137)
- Signs Express Warwick **£70.14** (cemetery signage) (LGA 1972 s.214(2))
- Ian Wilson **£221.48** (The Butts Noticeboard) (Open Spaces Act 1906 ss9-10)
- Ian Wilson **£203.08** (Round Moat Signs/Fallen Tree on The Butts) (Open Spaces Act 1906 ss9-10)
- Hardys Landscapes **£50** (levelling of grave) (LGA 1972 s.214(2))

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

c) **Income**

- VAT Reclaim: £3911.76
- EDF Energy Rebate: £17.97
- Savings Account Interest: £1083.85
- Cemetery Fees £40
- VHMC £1.00 Peppercorn Rent

d) **Precept:** ([report from finance committee](#))

**Proposal:** To accept the recommendations from the Finance Committee.

Cllr Roberts said she was against an increase due to the council having received a large endowment and the cost of living crisis. It was noted that the endowment money would be used for meaningful projects and it was not wise to use it for running costs. If the precept did not at least keep up with inflation it would create a serious problem in future years when the endowment is spent. It was noted that the 7.18% increase equated to £6.35 for a band D property for the year. The poorest residents are likely to live in Band A-C properties and their increase will be less. Fowlmere's increase was very modest compared to neighbouring Parish Councils.

**Proposal:** To accept the recommendations from the Finance Committee.

**Proposed by:** Cllr Collinson **Seconded by:** Cllr Baker Oxley **5 for: 1 against**

Cllr Roberts requested her vote against be minuted.

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

Cllr Mulholland declared an interest in this item. Cllr Roberts asked if we would be better off re-evaluating the Clerks contracted hours to prevent the need for overtime claims and help budgeting. This is something the HR Committee are looking into.

**Proposal:** To approve overtime payment.

**Proposed by:** Cllr Collinson **Seconded by:** Cllr Sargeant.

**All Agreed.**

Cllr Mulholland did not vote.

## 24/009 Trees, Grass and Hedges

a) **To note:** Emergency Tree work in Round Moat and The Butts

A tree had fallen during the storms from Round moat into a garden, luckily no damage caused. Shelford Tree Services were contacted to arrange removal.

A small tree had fallen during the storms on the Path along the Butts. Ian Wilson was contacted to remove the tree and fill the hole.

**b) Round Moat tree work [update]**

Date for the work is 22nd/23rd January (weather permitting), Clerk to flier neighbours of the Round Moat at the end of this week.

**c) Isons Close Beech tree work [update]**

Date for the work is 29th January (weather permitting). Clerk to flier Neighbours week before.

**d) Management of Round Moat watercourse [full of logs]**

Deferred from last month. This month we have received a correspondence email from a concerned resident who backs onto the Round Moat concerned about how high the water has become. There is a lot of debris in the moat which doesn't help the water flow.

After a short discussion about the state of the Wardington Bottom Brook (which the moat flows into) it was agreed to seek advice from SCDC watercourse officer.

**Action:** Clerk to contact Lee Hillam.

**24/010 Swings and Things (meeting notes and recommendations)**

The working group had met again and made a list of recommendations. It was noted that the s.106 money from Shaw Close development would soon be available. It was re-iterated that the Village Hall would need to be consulted over their element.

**Proposal:** To accept recommendations from working group and proceed to speaking with VHMC and seeking quotes.

**Proposed by:** Cllr Collinson      **Seconded by:** Cllr Baker Oxley      **5 for: 1 abstention.**

**24/011 Mobile Food Hub (briefing note)**

Cllr Hobro outlined the mobile food hub service which is run by SCDC and already visits a number of villages. The service can be commissioned to come to a village by a Parish Council at a cost of £100 per visit. The unmanned food bank that was hosted by the church had run into difficulty over some misuse and it was felt this might be a good alternative. Cllr Sargeant has offered the use of the Chequers carpark on closed days (Mondays & Tuesdays) which was felt to be both central and discreet.

The trial would feed back anonymous data of usage that can help the PC assess after six months whether to continue. It was noted that it was important to advertise the food hub widely and ask the school and playgroup to help with communication.

**Proposal:** To approve funding of mobile food hub trial at approx cost of £1300. Trial period to be paid for out of general reserves.

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

**24/012 F&TN funding (briefing note)**

Discussions had taken place with the F&TN team about the magazine becoming permanently universal to all households. As part of this change they also planned to publish bi-monthly (6/annum). This new model would mean the subscription income would be lost creating a shortfall of approx £700 although with wider circulation it was hoped the advertising income might increase. The idea is for the two Parish Council's to make up this shortfall between them.

It was noted that the F&TN magazine is extremely useful with lots of local information and allows for all types of groups to communicate including the Parish Council. Becoming universal would be beneficial to everyone who contributes.

It was suggested that Chrishall Grange could be included which was thought to be a good idea.

**Action:** Clerk to ask Editor for them to be included in distribution, with PC volunteers arranged to deliver.

**Proposal:** To agree to fund F&TN (in partnership with Thriplow and Heathfield PC) to make magazine distribution universal. Year one to be paid for out of general reserves.

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

**24/013 Website provision (see correspondence)**

**To note:** emails from 2Commune advising of changes to service.

Current provider 2Commune was changing the technology partner they work with to "Parish Online". The current technology partner, Cuttlefish, is also offering to take on the contract. Both are offering to keep costs as they are. A decision will be needed as to who to go with.

**Action:** The Clerk and admins of website to meet and agree which provider to go with. All Agreed.

#### **24/014 Cemetery Management**

- a) Recent and upcoming interments, memorials and transfers

Two upcoming burials and one transfer of deed in process

- b) **To note:** new signage on gate has been installed.

- c) **To note:** sunken graves after heavy rainfall.

The Clerk had instructed Hardy's to fill top up the soil of a grave that had sunk quite badly during the recent heavy rainfall and had created a risk that the headstone would become unstable if not dealt with promptly.

#### **24/015 Thriplow Daffodil Weekend 16th/17th March 2024 (see correspondence)**

**To note:** Dates and request for liaison meeting as previous years.

As in previous years, cones to be delivered to Ian Wilson with distribution of cones by Cllr Collinson, Peter Burge & Ian Wilson along Thriplow Road and into High Street to stop event parking and maintain parking and access for residents.

It was noted there is no additional traffic management that affects Fowlmere, however they are reducing the number of coaches attending the event which would reduce traffic.

**Action:** Cllr Mulholland to liaise with the volunteers and the DW committee and arrange informal meeting in the Chequers to discuss.

#### **24/016 Summer Fête on The Butts (see correspondence)**

**To note:** Fowlmere Community Events request to hold fête on either 22nd or 29th June.

Proof of Public Liability Insurance has been sent.

Concern was raised about the cost to families of the funfair and this was communicated to a committee member who was present to feed back.

It was agreed that the fête had already become a lovely community event.

#### **24/017 Progress of ongoing projects**

- a) Signage for fitness equipment and playgrounds (*new quotes*)

**proposal:** to agree new costings for signage.

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

**Action:** Clerk to contact VHMC to discuss signs

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

Cllr Collinson is due to have a meeting with Bob. There has been a donation of a bird box

- c) Street Sign restoration [update]

No new signs this month, next one Chapel Lane.

- d) Thriplow Road Bus Shelter [update]

Contractor due to update the council at the end of January.

- e) Tree stump Public Art [update]

Artist is booked in for the end of March.

- f) Community Led Plan [update]

Questionnaire was now being Beta tested by people from outside the village to get feedback without prejudicing results.

- g) New project ideas

There were none.

#### **24/018 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.

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

*Meeting Closed 21:19*



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

which was held in the Pavilion Room, Fowlmere Village Hall on  
6th February 2024 at 19:30

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

**IN ATTENDANCE:** The Clerk and 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.*

**24/P1 Apologies for absence** (LGA 1972 s 85(1))

Cllr Brock, Cllr Lennon, (prior commitments)

**24/P2 Declarations of interest & requests for dispensations in agenda items**

(Localism Act 2011 s 31 s33)

Cllr Hobro declared an interest in agenda item 24/P7a

**24/P3 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 December 2023

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

**24/P4 Chairman's Item (Information Only)**

A developer has approached the PC regarding a pre-application presentation for the Land, Triangle 2, and will be attending the March Planning meeting.

**24/P5 Public Participation Session (up to 45 minutes)**

**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 by Cheffins regarding land Home Farm, High Street, Fowlmere**  
(10 minutes) ([click here for visuals](#))

The representative from Cheffins was unwell, but had sent through her notes and elevations to look at. Cllr Mulholland read out the notes. ([click here](#))

- Preparatory work undertaken including surveys with input from ecology, drainage & flood risk, contamination, highway safety and others.
- Pre-app was submitted to SCDC end of last year, with a meeting onsite with officers. Formal advice positive.
- House design by Local Architects (involved with small residential schemes in Haslingfield, Barrington & Sawston).
- Proposal is limited to the half hectare within development framework, for which there is policy support in principle.
- Existing house, garage & outbuildings to be demolished and 7 homes built. These will be 2 storey, 4 or 5 bedroom with garages for two cars and parking on driveways.
- Keeping many existing trees, with low green hedge parallel to the high street, plus soft landscaping plan.
- Energy efficiency includes Air source Heat pump, with the potential for Solar Panels on roofs facing south and west.
- Although the site is outside the Conservation area they would welcome the committees comments on impact of solar panels to the conservation area to the south and west.
- Aim to submit application in a couple of weeks, decision possibly 8 weeks after that.
- North part of the site is outside the development envelope, no policy support for developing this area. Focus on getting residential permission for the front section of the site.

**(ii). Questions from Councillors (15 minutes)**

- Concern was raised about the 2nd entrance on the bend opposite the small triangle and junction to Thriplow road, and the configuration of the two houses in that section, to maximise the gardens, being a little cramped.
- Although the 2nd Entrance is an existing access to the site, it looks to have been rarely used, and will be for more vehicles than have previously used it.
- Although thought to be Policy compliant, as under 11 houses on the site, the overall floor space of the dwellings is greater than 1000m<sup>2</sup> at just under 1500m<sup>2</sup> and would therefore according to Policy H/10, need 40% social housing to comply with policy H/10.
- Lack of housing mix due to meet local housing needs means it does not comply with policy H/09.
- No First time buyer houses or 2 bedroom houses.
- Welcome that consideration is being made to the conservation area even though the site is not inside it.
- Solar Panels would be welcome. Ask to consider flush fitting solar tiles instead of panels.
- Near neighbours are very close to the 3 properties on left hand side of site. Could there be more space between them?
- Houses on the High street are all individual and unique, which enhances the character of the village. Could there be more design variation?
- Discussion was had regarding using the rest of the site and the need for smaller / affordable properties.
- A whole site mixed housing proposal could meet the needs for smaller starter homes and larger family homes.

**(iii) Questions from members of the public (15 minutes)**

- Questions regarding the height of houses.
- Question regarding the closeness to the boundary of near neighbour, however it was mentioned that the boundary could be worse, but that this was also dependant on height.
- Replacement trees were talked about, but no information has been put forward about trees to be taken down.
- Developers previously mentioned self builds when questioned about the 2nd plot of land.
- Further concern regarding the 2nd exit near the Triangle, Thriplow Road.
- Mention was made to encourage active street fronts, overlooking the street scene.

*As the developer was not present to answer questions the Clerk stated if residents had direct questions, to email them to her and she could collate them and send to Cheffins for response.*

b) Comments and questions on anything else on the Agenda from members of the Public.  
There were none.

**24/P6 Discussion by planning committee members on:**

Development proposals at Home Farm, High Street, Fowlmere.

Topics to highlight in the response to Cheffins.

- While there is a need for some more larger family homes the current housing mix in the village is top heavy, concerns about making it more top heavy.
- Desire for some affordable homes aswell.
- Concerns about meeting policies H/09 and H/10. Independent evidence should be requested if the exceptions for these policies are to be used.
- Solar Panels at build. Tiles preferred.
- Highlight concerns over second access.
- Open to hearing about a unified approach to the entire site, in a sympathetic manner, that meets better housing needs and mix. Might be better to have all the disturbance at once.
- PC would be supportive of something that meets the village need.

**All Agreed.** ([click here for document sent to Cheffins](#))

**24/P7 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.**

Cllr Hobro left the meeting (20:11)

a) **23/04345/HFUL & 23/04346/LBC - 11 Chapel Lane, Fowlmere, Cambridgeshire**

**An electric field gate to the front of the property at the end of the driveway**

Barn conversion house with open style garage. Listed building.  
Traditional looking gates, in keeping, and sympathetic to the street scene.

**Proposal:** A neutral stance with no comments.

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

Cllr Hobro re-joined the meeting (20:14)

b) **23/03904/HFUL - 16 Dove House Close, Fowlmere, Cambridgeshire**

**Front extension, installation of cladding to front elevation and alteration to windows and door**

Timber Cladding horizontally , moving the door to be in line

**Proposal:** A neutral stance with no comments.

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

**24/P8 To note: Land At The Way Fowlmere; 23/02467/FUL has been GRANTED Planning Permission**

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.

[\(click here\)](#)

5 Conditions have been sent in. The Traffic management plan was concerning and need looking at. Routes are difficult. Lorries turning at the war memorial towards the A10, and there is a pinch point along long lane towards the A10. To get to the A10 other way is driving through Newton and Harston. Vehicles entering the village should be from Flint Cross, although concern was raised about the tunnels under the high street, but no structural survey has every been completed.

Timings of the delivery stoppages to allow for “peak” and “school run” were too vague. Needed to be much clearer. In reality an earlier finish would also be more practical due to Chequers street parking.

No recognition of vehicles turning off the High street and into The Way are then driving past residential properties. Needs to be clear signage fro delivery drivers speed of 5mph and that pedestrians crossing. Size of vehicles changes and delivery companies change too.

**Proposal:** Go back to both SCDC and GenTwo with concerns of their traffic management plan

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

[\(click here for document sent to SCDC and GenTwo\)](#)

**24/P9 Assets of Community Value: Cllr Hobro to update.**

a) **The URC**

b) **The Swan**

Both items were discussed as one.

Cllr Hobro had a useful discussion with Cllr Bill Handley (cabinet member for communities) and officers.

Advice is that Parish Councils should apply for Asset of Community Value and can put in as many applications that is wished. All are independently assessed and will be considered on their own merits.

ACV is all about the social value to the community of the building.

It is not about stopping development. Recent use should be cited and a business plan in mind if the Parish did go ahead and buy the asset. The realistic potential of purchasing the building should be included in the nomination.

Testimonials should be sought from members of the public to help give weight to the nomination.

Information was also given about the Plunkett foundation that provides grants for buying community Assets.

Testimonials of people who felt the value of the buildings as a community asset

ACV's are a key mechanism that exists to make sure that buildings that have provided community value, remains as such wherever possible.

ACV's buys time and gives the community 6 months to get together for decisions to be made. Nothing to loose from the application itself.

**The Swan.**

- Concerns were raised about how dilapidated it now was.
- Costs would be high as consecutive failed businesses made it ripe for change of use to residential.
- Refurbishment, would be too expensive. Concerned about the state of the building.

- Cllr Brock had sent through the “obligations to repair a listed building” and enforcement options.
- Cllrs agreed for Clerk to email SCDC officers to get their view of the state of the building.

URC.

- The PC has been informed that due to falling congregation the decision has been taken to close the church.
- Concern raised over the future of Playgroup which is successful. They were looking at their options.
- The building in much better condition than The Swan and could be used as a community space almost straight away.
- Rent from Playgroup has been maintaining both URC buildings for years so the beginnings of a business plan is already there.
- The URC Synod will value the building before entering into discussions and putting it on the market,

**Proposal:** To commence individual applications for asset of community value for both the URC and The Swan.

**Proposed by:** Cllr Baker Oxley,                      **Seconded by:** Cllr Mulholland                      **6 agreed 1 abstention**

**24/P10 Shaw Close s.106 agreement ([click here](#))**

**Proposal:** To agree to the terms of the s.106 agreement and for two councillors to sign accordingly. [Chair and Vice-Chair]

**Proposed by:** Cllr Roberts                      **Seconded by:** Cllr Mulholland.                      **All agreed**

Meeting closed at 20:40pm

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 PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on  
5th March 2024 at 19:30

**PRESENT:** Cllr Brock (in the Chair), Cllr Bryan, Cllr Collinson, Cllr Hobro, Cllr Mulholland  
Cllr Roberts, Cllr Sargeant

**IN ATTENDANCE:** The Clerk and 7 members of the public.

### **BUSINESS TO BE TRANSACTED**

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

#### **24/P11 Apologies for absence (LGA 1972 s 85(1))**

Cllr Lennon (Illness), Cllr Baker-Oxley (prior commitments)

#### **24/P12 Declarations of interest & requests for dispensations in agenda items**

*(Localism Act 2011 s 31 s33)*

Cllr Hobro, declared an interest in P19, and will leave the room.

Cllr Brock, declared an interest to P18, of which he has been granted a dispensation to stay in the room as a member of the public, so will hand over the Chair to Cllr Collinson.

Cllr Brock declared an interest in P19, which he has a dispensation for, but this dispensation finishes tomorrow. Has written to the Clerk for his dispensation to continue in relation to The Land at The Way, as there have been applications for approval of conditions, and may need to make representations with regards to these.

**Proposal:** for Cllr Brock's dispensation to continue.

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

#### **24/P13 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 6th February 2024

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

#### **24/P14 Chairman's Item (Information Only)**

Nothing to note.

#### **24/P15 Public Participation Session (up to 45 minutes)**

**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 by Pegasus Group, on Behalf of Mulberry Land regarding Land North of the Triangle, Thriplow Road, Fowlmere. (10 minutes)

- *The last application for this site refused by SCDC, went to appeal and was dismissed. The applicant feels that this new proposal has a number of material changes that will make it acceptable.*
- *The development of the The Way with additional jobs in the village will add to the need for housing in the village.*
- *The new plans retain most of the perimeter trees compared to the previous application which opened up views into the site.*
- *The number of dwellings is reduced to 8, this was felt more appropriate for a group village and is low density to reflect being on the edge of the village.*
- *It was noted that SCDC needs to be more consistent with their approach to self-builds with mention of a site well outside Bourn recently given approval. It was further noted that there is a need for self-builds in South Cambs with a significant shortfall against demand.*
- *Access changed to Thriplow Road.*
- *Group TPO on Northern boundary. Trees to be retained. A 10m width of protected edge also retained.*
- *No built zone identified along boundary with existing properties.*
- *Layout designed to be sympathetic with the buildings from the dwellings on The Triangle and Cambridge Rd.*
- *Pedestrian and cycle connection between site and The Triangle, improving connectivity into Fowlmere.*

- *Proposal to widen of the footpath back into the village along Thriplow Road to improve the connection back towards the village amenities. There could be an option for an additional bus stop on Cambridge Road for the No.26.*
  - *Examples given of recent self builds, with design being carefully controlled. Many different designs and ages and types of buildings. Would look to work with Parish Council to develop a strict design code.*
- (ii). Questions from Councillors (15 minutes)
- **Q.** Has there been a pre-application with SCDC?  
**A.** *Was felt that due to the clear direction given in the previous refusal, issues that needed addressing were well known and a pre-app would gain little and have potential to slow the application process down.*
  - **Q.** It was noted that the crossroad junction of Cambridge Road and Fowlmere Road has seen a number of serious accidents over the years and it was requested that this be modified as part of the plans to improve safety.  
**A.** *This request was noted.*
  - **Q.** Could there be a housing mix with both self builds and some affordable/social housing as there is a need for both.  
**A.** *Housing associations are not keen of taking on mixed sites.*
  - **Q.** Do you think this would get direct approval with SCDC or are you hoping that it will succeed on appeal?  
**A.** *The precedent recently set in Bourne gave it a very good chance of direct approval if SCDC are to be consistent.*
  - **Q.** What is going to be the key focus for the bio-diversity improvements. Could the pond area be permanent rather than temporary for holding winter surface drainage.  
**A.** *This request was noted.*
  - **Q.** A pedestrian pathway / access was noted to the south onto the Thriplow Road, it was requested that this be made into a formal crossing to the other side of the road where the pavement is.  
**A.** *This request was noted. It was also noted that advice would be sought from Highways when the full application is submitted.*
  - **Q.** Could there be a cycle access from the Fowlmere Road? This would be ideal for residents looking to head to Foxton Station by bike.  
**A.** *This request was noted.*
  - **Q.** What would prevent residents using their permitted development rights to build in the no build zone?  
**A.** *This could be added as a condition.*
  - **Q.** Who would maintain the perimeter tree line?  
**A.** *If the Parish Council did not wish to take this on it could be transferred to a management company.*
- (iii) Questions from members of the public (15 minutes)
- **Q.** *What would be in it for the existing neighbours? The field is currently used by children as a space to play? Would a recreation space be retained and be available. There should be more measures to integrate it into the village and not make it exclusive.*  
**A.** *There is an intention to integrate, some play equipment could be provided within the site and financial contributions could be made to other community areas in the village.*
  - **Q.** As the application is self build is this to be an “outline application” and if so what reserved matters will be included to maintain a control on what is built?  
**A.** *It would be outline. It is intended that there will be “plot passports” to control height, scale, material pallets etc. to go alongside the design code.*
  - **Q.** How environmentally sustainable will it be.  
**A.** *Sustainability criteria, will be included to include solar PV on each unit, EV charging points, Air Source heat pumps and adequate cycle storage aiming to get the site towards Net Zero.*

**b) Comments and questions on anything else on the Agenda from members of the Public.**

There were none.

**24/P16 Discussion by planning committee members on:**

Development proposals at the Land North of the Triangle, Thriplow Road, Fowlmere. Development proposals at Home Farm, High Street, Fowlmere.

- It was noted that it might be sensible to extend the 20mph zone to the end of the development.
- It was hoped that the designs would speak to The Triangle to aid integration.

- Could the site be re-arranged so that the no build area was the public area / children's play area. It would then be permanently protected from building and the space more accessible to existing residents / children.

**24/P17 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) **23/04453/FUL** - Land South Of Pumping Station Chrishall Road Fowlmere

Proposed agricultural building

- Have looked at site before when details were sparse. Was felt that there still was not enough information.
- Company portfolio shows lots of light industrial. Might barns be used for industrial or commercial use rather than farming use?
- They have expanded into the area recently with 3 different fields around the village.
- Concerns about the size of the barn.
- Cllr Brock had sent a letter to the applicants previously asking to supply a more complete application; there had been no reply.

**Proposal:** To object due to the lack of information.

**Proposed by:** Cllr Roberts

**Seconded by:** Cllr Hobro

**All Agreed**

**24/P18 Proposed development at "Home Farm", High Street, Fowlmere**

**To note:** response from Cheffins to Parish Council feedback ([click here](#))

**To note:** residents email re the proposals: Clerk to distribute email for information to Councillors

The last two agenda items were taken in reverse

**24/P20 Assets of Community Value:** [updates]

**The Swan**

**To note:** The response from the SCDC conservation officer who had not been aware that the building was vacant again. The concerns have been passed to the planning compliance team and will press for a listed building enforcement notice to be served.

It was agreed to follow this up with conservation and enforcement if we have not been updated by the end of the month.

**The URC**

Cllr Mulholland gave an update:

- As part of applying for an asset of community value, SCDC had advised we should write to the Eastern Synod informing them of our intention.
- The Eastern Synod have replied with their valuation of £250k and have invited the Parish Council to make an offer.
- Assuming the ACV is approved will have a 6 month moratorium to put together a business plan decide if the PC wish to go ahead and purchase.
- It was noted that this is a one off opportunity to look into buying the building and keep it in community use.
- Before proceeding with a purchase the council would need to undertake due diligence including a full buildings survey.
- It was proposed that a working group is formed to look into the details and possibilities and begin the process of due diligence.
- A final decision would be brought back to full council.

Cllr comments included:

- An agreement that an exploratory working group was a good idea.
- A concern that it shouldn't just be about saving playgroup.
- It was noted that wider and more general use should be explored, including playgroup within that.
- Playgroup has provided an income for the building for a number of years and that income would continue if the project to buy proceeded.
- The chapel has historically been used for wider community use and this could return.
- There was concern as to what state the building is currently in and future cost implications.
- There was concern as to how quickly we were making decisions.

- It was noted that while the questions and reservations were all valid, the formation of a working group would hope to answer them.

Cllr Mulholland concluded:

- A suggestion that any decision this evening could be re-affirmed in two weeks at full council.
- It was important to begin the process as six months can elapse quickly
- The Parish Council would be seeking to work with partners and seek additional funding. Would not be looking to do this alone but has a responsibility to drive it and at least look into it.

**Proposal:** To agree to establish a working party to discuss the potential of purchase with the URC, engaging with the Eastern Synod and to develop a business plan, carrying out sensible due diligence including buildings surveys and independent valuation. The working party shall report back to full council meetings with recommendations for the council to consider.

**Proposed:** Cllr Mulholland      **Seconded:** Cllr Hobro      **3 for 1 against (2 abstentions)**  
Cllrs Mulholland, Brock, Hobro, Bryan and Sargeant volunteer to be part of the working group.

It was agreed that the working group quorum should be 3 for meetings.

Cllr Hobro declared an interest in the next item at left the meeting @ 21:26

**24/P19 Land At The Way Fowlmere 23/02467/FUL** [update]

**Proposal:** To formally request information from SCDC as drafted in *briefing note*

Cllr Brock updated:

- There was disappointment that after raising concerns with SCDC these had not even been recognised.
- A meeting between Cllrs Brock, Cllr Hobro (both as PC and DC) and Cllr Tumi Hawkins of SCDC had also not led to any recognition of the concerns
- The Fol request was to see what internal SCDC discussions took place (if any).

Cllr comments included:

- Concerns that an Fol request would antagonise SCDC rather than resolve matters.
- It is better to foster a good working relationship.
- It was agreed that being ignored was always frustrating.
- A concern that there may be a blurring between personal frustrations and Parish Council frustrations.
- It was acknowledged that the frustrations were serious and there could be benefit in raising them.
- Could there be a better more diplomatic approach to easing the concerns that builds dialogue / relationships? Fol's are a blunt tool.

Cllr Brock concluded:

- He understood Cllrs reservations but having had representations ignored by SCDC for 18months and had witnessed badly managed meetings at SCDC.
- It was frustrating that after Cllr Smith (SCDC Leader) had written to Parish Councils saying they wanted to have a strong and healthy relationship but that actually they still don't seem to engage at all well.
- So what are we to do? There currently is not a good relationship and we are not being engaged.

Cllr Brock withdrew the proposal but requested that all Cllrs think about suggestions as to how we can get SCDC to actually listen to what we say.

Meeting closed at 21:40pm

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 19th March 2024 at 7:30 PM**

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

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

**BUSINESS TO BE TRANSACTED**

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

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

Cllr Lennon (illness)

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

*(Localism Act 2011 s 31 s33)*

There were none.

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

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

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

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

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

**Proposal:** To receive the above minutes

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

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

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

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

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

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

*Full Report on website. Cllr Hobro highlighted:*

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

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

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

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

Public participation ended @ 19:48

## 24/024 Road Safety and Highways

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

Cllrs Brock & Bryan had reported a number of potholes.

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

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

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

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

**Action:** Clerk to follow up

### c) Speedwatch and MVAS [update]

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

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

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

### d) LHI working group [update]

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

**Action:** Cllr Hobro to get costs.

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

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

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

## 24/026 Finance

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

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

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

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

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

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

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

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

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

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

**d) Income: To note:**

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

**e) Internal Audit**

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

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

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

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

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

**Proposal:** To approve overtime payment.

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

Cllr Mulholland did not vote.

The Chair was handed back to Cllr Mulholland.

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

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

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

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

**24/028 URC [update]**

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

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

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

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

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

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

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

##### **a) Round Moat**

###### **i) Tree work [update]**

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

###### **ii) Management of watercourse**

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

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

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

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

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

**Action:** Cllr Hobro to look at this.

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

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

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

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

**Action:** Clerk to complete survey.

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

Cllr Mulholland declared an interest.

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

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

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

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

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

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

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

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

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

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

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

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

#### 24/033 Cemetery Management

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

b) Valuation Office Agency information request

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

#### 24/034 Progress of ongoing projects

a) Mobile Food Hub [update]

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

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

b) Signage for fitness equipment and playgrounds [update]

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

c) Street Sign restoration [update]

Chapel Lane has been completed.

d) Tree stump Public Art [update]

Booked in for the Beginning of April.

e) Community Led Plan [update]

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

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

**Action** Clerk to meet Cllr Hobro to organise.

f) New project ideas

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

**Action** Clerk to contact Peter Burge.

#### 24/035 Correspondence to note

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

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

**Action** Clerk to contact Peter McDonald re: deer signs

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

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

*Meeting Closed 21:19pm*



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

which was held in the Pavilion Room, Fowlmere Village Hall on  
11th April 2024 at 19:30

**PRESENT:** Cllr Baker-Oxley Cllr Brock (in the Chair), Cllr Bryan, Cllr Collinson,  
Cllr Hobro, Cllr Lennon Cllr Roberts,  
**IN ATTENDANCE:** The Clerk and approx 12 members of the public.

### **BUSINESS TO BE TRANSACTED**

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

#### **24/P21 Apologies for absence (LGA 1972 s 85(1))**

Cllr Mulholland & Cllr Sargeant (work commitments)

#### **24/P22 Declarations of interest & requests for dispensations in agenda items**

*(Localism Act 2011 s 31 s33)*

Cllr Brock, declared an interest to P27a, of which he has been granted a dispensation to stay in the room as a member of the public, and will hand the Chair to Cllr Collinson.

Cllr Lennon, mentioned that P28, although didn't directly affect her property, affected some of her neighbours property.

#### **24/P23 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 5th March 2024.

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

#### **24/P24 Chairman's Item (Information Only)**

Nothing to note.

#### **24/P25 Public Participation Session (up to 45 minutes)**

**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 by Colgrove Estates regarding Land South of Lanacre, Chrishall Road, Fowlmere. (10 minutes)

- A Rural Exception site of affordable housing for 20 homes. (4x 1 bed, 4x 2 beds, 12x 3 beds)
- 13 to be social rent with 7 to be shared ownership.
- It was noted that social rental was the most affordable form of social housing.
- A community orchard is proposed within the site; would like to discuss this with the PC and community.
- Proposing a pedestrian footpath into the village from the front of the site, plus a footpath south-west of "Lanacre" connecting to the existing driveway.
- Previous application had 32 dwellings (26 affordable & 6 market dwellings) and was refused by SCDC on the basis it did not constitute a small site and not an appropriate size and scale for the size in the village.
- This is a smaller scheme to address the issues from previous schemes. The reduced size of the site means less encroachment into the country side.
- There is a continuing local need for affordable housing as shown in the housing needs survey.
- GenTwo expansion will bring more jobs to the village. This housing will support those jobs, local services and the primary school.
- Reviewing other sites in the village, there are no other suitable local sites for this form of development.
- Wooded area to the south of the site would be retained as part of the bio-diversity net gain.
- There is a Housing Association ready to deliver.

(ii). Questions from Councillors (15 minutes)

- **Q.** Clarification over the developable area compared with the previous application was requested including site drawings to compare.

**A.** This was noted.

- **Q.** The site is out side the village envelope and as a group village the maximum number should be 8 houses and 15 in exceptional circumstances. What are your exceptional circumstances?  
**A.** *The 8 (and 15) numbers are for developments inside the village envelope. This proposal is for a “Rural Exception Site” which is viewed differently in planning terms and is typically between 6 and 20 homes. The previous scheme was refused because it was not a “small site”. We hope this new smaller proposal will have resolved that.*
  - **Q.** Has there be pre-application meeting with SCDC, and/or discussions with housing strategy.  
**A.** *Chosen to start with a discussion with the Parish Council. There will be a discussion with Housing strategy and there is a plan to organise a meeting with officers.*
  - **Q.** Who has the rights over the proposed pathway behind “Lanacre”?  
**A.** *Mr Blundell owns this driveway and pedestrians would have rights of access over this land*
  - **Q.** The Gardens seem quite small. If these houses are aimed at young families could more generous gardens be considered?  
**A.** *The gardens are twice the size of what is currently considered “normal”.*
  - **Q.** What is planned for the North West area of site?  
**A.** *Nothing is planned currently for that area. The area planned to be developed is 1ha in size which qualifies it as a “small site”. The Orchard and Woodland to the South would be subject to a s.106 agreement so they could never then be developed.*
  - **Q.** For clarity, the North West area could potentially be developed in the future?  
**A.** *Yes.*
  - **Q.** Will you use the same Housing Association as Shaw Close and will the design of the properties be similar.  
**A.** *Yes. Would look to use the same Housing Association. Shaw Close has been well received and would look to similar designs.*
  - **Q.** The parking spaces seem quite tight.  
**A.** *There are two parking spaces for every property, plus visitor spaces and is similar to Shaw Close.*
  - **Q.** Will the footpath be paved or vegetated? and where it changes to private road will the surface be refreshed?  
**A.** *Pedestrian will be block paved through the site, but not changed along the driveway.*
  - **Q.** Will the footpath be dedicated as a PROW including along the driveway. Problem with permissive paths is that they can be revoked.  
**A.** *Will take this on board.*
- (iii) Questions from members of the public (15 minutes)
- **Q.** How would the Community Orchard and Woodland be managed.  
**A.** *That is part of the further conservations to have with the PC. The aim is to try and safeguard the wood and to manage the Orchard with a s.106 arrangement.*
  - **Q.** Could there be parking for and a picnic area in Orchard to make it more accessible?  
**A.** *There are four visitor parking spaces which include the orchard. There is a footpath into the woods and has the possibly nature trail etc.*

*The developers wished to thank there Parish Council for allowing them to present and noted that it was useful to come along to these meetings, hearing discussions and questions raised.*

*The Chair noted that the public art / play ducks in Shaw Close were now installed and looked lovely.*

**b) Comments and questions on anything else on the Agenda from members of the Public.**

**Regarding item P28, The proposal for a 2nd Glamping Dome:**

- The wood burners for the current dome emits unacceptable pollution which drifts over AppleAcre, making the closest gardens unusable. Additionally the allocated parking on the site is right next to the fences of AppleAcre creating noise (doors slamming) and further engine pollution which seems unnecessary as there is plenty of space to park further away.
- Another resident asked if the domes needed planning permission.
- A further point noted that the 2nd dome was due to be larger than the current one.

Cllr Hobro noted that due to the nature of the Glamping Dome, there had been no formal planning application for the initial dome although we did hear a pre-app presentation for the dome. If the PC believes it is in violation of planning then this will become a planning compliance matter.

**Regarding item P27a, Home Farm:** A resident of the property “TwentyPence” had several concerns.

- The access on the bend appears dangerous. Traffic does not abide by the speed limit.
- A potential 3rd access may be required if the additional land to the rear is developed.
- The location of the house on plot 3 is far too close to “TwentyPence” and will be overbearing.
- The proposed site of an heat pump is shown on p13 of the energy document would cause problems for the hedge
- Two different size systems are shown on p12 of the doc – size needed will depend on several factors, a heat recovery system will minimise this.
- The boundary shown is incorrect; There is a dogleg along our boundary, as shown on our Title Deeds, which pre-date the building of Home Farm house.
- Concern raised of the plan showing the boundary/trees/path at the very front of plot 3.
- The footpath appears to be wider than existing, which would lead pedestrians across our driveway.
- Currently a very low wall there, with a telegraph pole behind it. The proposed tree at that point could interfere with our visibility when exiting our drive.
- The plan shows a new panel fence and hedging beyond the existing 6’ brick wall; how is the fence to be accessed for maintenance? And how will it be constructed for longevity? We would like to see concrete fence posts to minimise future problems.
- Trees: The proposed landscaping doesn’t match the tree protection and arborial impact documents, plus concern about who will manage trees and how will this be enforced?
- The original proposal made great claims about sustainability. Where are the solar panels, heat recovery, and proper rainwater harvesting rather than just a ‘space for water butts’.
- Water/Surface water/Sewage; A lot of concerns about this and whether the site will be attached to the main sewer network or not?

The Chair asked the resident if they could send their notes to the Clerk and a copy of their deeds to show the inconsistencies.

#### **24/P26 Discussion by planning committee members on:**

Development proposals at the Land South of Lanacre, Chrishall Road, Fowlmere.

- There have been a number of attempts to develop this land.
- Concerns expressed that few people going into Shaw close have a village connection. This used to be done in house at SCDC but is now contracted out.
- Can we ask SCDC officers (planning and housing) their view about the current housing need.
- When looking at the previous application for this site, a discussion with Housing Strategy dept recognised a further need, but the preferred option was go step by step. Now Shaw Close is completed and occupied it would be worth talking again to Housing Strategy.
- **Action:** Cllr Bryan and Cllr Roberts to assist Cllr Hobro in writing to Housing Strategy with regards the above.
- The “left over” piece of land is a concern for future development.
- Some of the parking spaces are one in front of the other, blocking vehicles in creating inconvenience.
- The tight red line around the site is an issue; prefer to see the whole site utilised in a sympathetic way. Garden spaces are small and there is inadequate visitors parking.
- Concern that the housing in Fowlmere is very top-ended (census data statistics) and so affordable homes would be welcome.
- Whilst the community orchard is a good idea, would be better if within the red line.
- The northwest corner of the plot, could be available for further development, but could have a non-development order on as part of the s.106.
- General querying about the exception site numbers as up to 15 dwellings, and the Housing association numbers of 20 dwellings. Clarification from SCDC officers would be helpful.
- If there is a serious proposal for the Community Orchard, we can use the CLP to find out answers to specific questions if the village would like a Community orchard.
- Could take the model from Community Orchards in Harston and Melbourn?

**Action:** To write to SCDC and request officers from both Planning and Housing to attend next planning meeting to explain and give their view on the policies.

Cllr Bryan wished to add a specific question. Cllr Brock asked Cllr Bryan to assist with wording of her question in the letter to SCDC, to which she agreed.

## **24/P27 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.**

Cllr Collinson took the Chair @ 20:45

### a) **24/01150/FUL** - Home Farm, High Street, Fowlmere

Demolition of existing buildings and erection of 7 No. dwellings, amended access arrangements, and associated works.

- No objection in principle but application seems to be incomplete and a work in progress.
- SCDC need to look at points made by resident.
- Concern made about 2nd entrance into the 2 small properties on the corner and the potential for a 3rd entrance via Green Lane if additional land is developed.
- Mention made about the possible future development for the land to the rear of the site
- The footpath issues and encroachment of neighbours front garden is a concern. Issues need to be resolved.
- Plots 1, 2 and 3 appear to be overbearing to neighbouring properties.
- Questions exist whether the plot conforms to policies H9/H10.
- No responses yet seen from Highways or other consultees. Input from Highways could be useful.
- Energy and sustainability statement claims a reduction in CO2 emissions but the document lacks of clarity.
- Energy credentials seem weak. Insulation and air source heat pumps are mentioned but little else.
- The siting of some Heat Pumps seems inconsiderate to neighbours.
- Are they are providing an energy efficient site?
- There are no solar panels in the plans.
- Environmental and biodiversity improvements have stuck to the bare minimum.
- Additional traffic calming should be requested for the bend.
- If the GenTwo construction takes place at the same time it could create traffic and congestion problems.

**Proposal:** To oppose the application in its current form.

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

Cllr Brock took the chair @ 21.01

**24/P28 To Discuss:** correspondence regarding additional GeoDome to Cambridgeshire Glamping, Chrishall Road, Fowlmere and feedback to owners. [click here for correspondence](#)

- It was clarified that the existing GeoDome was not subject of an application for planning permission.
- It was noted that a GeoDome less than 2.5m in height would not require planning permission providing it is for private use. This GeoDome is being used as a business.
- AppleAcre residents concerns and complaints about wood burner smoke and smells was noted, as was the inconsiderate parking.
- It was noted that there have been some noisy evenings at the Glamping site. This is likely to increase if there are two GeoDomes and therefore more holidaymakers.
- **Proposal:** To feedback the PC's concerns about pollution, smell and parking, and ask the owners how they would mitigate these issues.

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

- **Proposal:** The PC should research the planning concern itself and come to it's own view. If the view is that there is a planning breach this should be raised with SCDC planning.

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

Meeting closed at 21:09

*Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion in accordance with Standing Order 9b.*



**MINUTES OF THE MEETING OF OF  
FOWLMEERE PARISH COUNCIL FINANCE COMMITTEE**  
which was held in the Dorothy Pluck Room, St Mary's Church on  
**TUESDAY 16th April 2024 at 19:30**

**PRESENT:** Cllr Baker-Oxley, Cllr J Hobro, Cllr Lennon (Chair), Cllr Mulholland, Cllr Sargeant,  
Cllr Roberts  
**IN ATTENDANCE:** The Clerk and 4 members of the public

**BUSINESS TO BE TRANSACTED**

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

**24/F1 Apologies for absence (LGA 1972 s 85(1))**

There were none

**24/F2 Declarations of interest & requests for dispensations in agenda items**

*(Localism Act 2011 s 31 s33)*

There were none.

**24/F3 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 6th December 2023

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

**24/F4 Public Participation Session**

**Q.** A resident asked why was there a 7.1% increase in my Fowlmere Council Tax contribution? And what is the PC doing to ensure that next year it will a lower figure?

**A.** *It was explained that the last few years had experienced high inflation and that all Parish Council suppliers had been forced to increase their prices. When setting the budget care had been taken to consider each item which is why a precise 7.18% figure had been reached. This was less than the rate of inflation and as such represented a real terms cut to the PC budget. In real figures, this was a £6.35 rise for a Band D property and those in smaller properties would pay less.*

*It was explained that the council had agreed that the Endowment should be used for capital projects to leave a genuine legacy and not be used for day to day running costs which itself would cause a problem in the future when the money ran out and the precept then needed a substantial rise.*

*Comparison was made to Foxton (13% increase) and Thriplow (22% increase) to show that we had worked hard to keep costs as low as we could.*

*As for next years budget, that would be set in a finance meeting in December. Inflation is falling which is welcome but the Parish Council has no control over it.*

**24/F5 Review of Expenditure 23/24 ([click here](#))**

It was noted that grass cutting had seen price increases despite the fact we were cutting the grass less and this reflected the pressures the PC budget was under. The issue of Dutch Elm disease in the Round Moat was also costing a lot of money. The overall cost for providing alarms for the vulnerable had also gone up as the PC had been promoting this service a lot more.

**24/F6 Review of Reserves ([click here](#))**

It was noted that the s.106 money for the Shaw Close development had recently been received. This is ring-fenced in various ways so has to be spent on specific areas.

Also ring fenced is the last of the money from the Pebble Fund and also the grant for the Community Led Plan.

**24/F7 Review of Insurance quotes ([click here](#))**

**Proposal:** to discuss quotes and agree provider

3 quotes had been received and were discussed. Two of the quotes had options to sign up to a 3 year fixed price which would mitigate against price increases and allow easier budgeting. It was felt that quote 1 represented the best value.

**Proposal:** To agree to accept quote 1.

**Proposed:** Cllr Roberts                      **Seconded:** Cllr Hobro      **All Agreed**

**Action:** Clerk to contact current provider to cancel and provider from Quote 1 to accept.

**24/F8 To note:** annual s.137 limit increase.

The Department for Levelling Up, Housing and Communities has advised that the appropriate sum (limit) for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81 per elector

**24/F9 To note:** New public procurement thresholds, of £30,000; that took effect on 1 January 2024 and which are updated every other year. The thresholds apply to public works, public services, and public supply contracts. See LTN 87.

**24/F10 To note:** Increase in Payroll Accounting services. ([click here](#))

**24/F11 To review regular s.137 payments 24-25 ([click here](#))**

**Proposal:** to agree to continue regular s. 137 payments

Regular payments were reviewed with agreement to continue.

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

**24/F12 To Review regular Direct Debit payments 24-25 ([click here](#))**

**Proposal:** to agree to continue regular DD payments

Regular direct debits were reviewed with agreement to continue.

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

**24/F13 To Review the Council's and/or staff subscriptions to other bodies 24-25**

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

It was noted that the new website provider was yet to send an invoice. They are honouring the billing cycle of the previous provider and it was expected that the invoice would arrive sometime in May. It was agreed to continue will all subscriptions.

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

**24/F14 Review and discussion of Ward endowment monies and the investment strategy document as circulated**

We had received advice that the PC needed a formal investments strategy before money was committed. A draft strategy had been circulated and comments were encouraged to be made before the next meeting. The Clerk advised that the s.106 money received was presently in the current account and was receiving no interest. It was suggested that it be transferred to the savings account until it is spent. This was felt to be sensible.

Cllr Mulholland proposed that the PC sets a limit to the amount it keeps in the current account to prevent this happening again, and allow the Clerk to move money between accounts to maximise interest returns. It was felt keeping around £15,000 in the current account should be enough to deal with regular payments etc.

**Proposed:** Cllr Mulholland                      **Seconded:** Cllr Sargeant                      **All Agreed**

**24/F15 To agree the virements below regarding last years budget.**

- a) Virement of £500.00 from Street Lighting to Tree Work - Planned Maintenance
- b) Virement of £150.00 from Clerks Salary to Tree Work - Planned Maintenance.
- c) Virement of £380.00 from Clerks Training to Tree Work - Planned Maintenance
- d) Virement of £800.00 from Website Hosting etc to Tree Work - Planned Maintenance
- e) Virement of £700.00 from Purchase of office equipment to Tree Work - Planned Maintenance
- f) Virement of £700.00 from Contingency to Tree Work - Planned Maintenance
- g) Virement of £300.00 from Legal and Professional Fees to s.137 - Eldercare
- h) Virement of £300.00 from Legal and Professional Fees to s.137 - Adhoc

**Proposal:** to agree the virements stated above for the last years budget.

**Proposed:** Cllr Lennon                      **Seconded:** Cllr Baker Oxley                      **All Agreed**

**24/F16**

a) **To review Annual Governance & Accounting Return (AGAR) for 23/24 ([click here](#))**

The figures were reviewed. It was noted that the money received from the bus company for the Bus Shelter appears as both an income and an expenditure swelling these figures.

b) **To set the dates for the Exercise of Public Rights**

Not set as yet, have to include the first 10days of July will be looked at and agreed with the AGAR in the full council meeting in May.

Meeting closed 20.20

*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 FOWLMERE PARISH COUNCIL PLANNING COMMITTEE

which was held in the Main Hall, Fowlmere Village Hall on  
2nd May 2024 at 19:30

**PRESENT:** Cllr Brock (in the Chair), Cllr Collinson, Cllr Hobro, Cllr Lennon, Cllr Roberts,  
Cllr Sargeant

**IN ATTENDANCE:** 3 members of the public.

Cllr Hobro took minutes due to the Clerk being unable to attend

### **BUSINESS TO BE TRANSACTED**

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

#### **24/P29 Apologies for absence (LGA 1972 s 85(1))**

Cllr Mulholland & Cllr Bryan (work commitments) Cllr Baker-Oxley (Personal Commitments)

#### **24/P30 Declarations of interest & requests for dispensations in agenda items**

*(Localism Act 2011 s 31 s33)*

There were none

#### **24/P31 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 11th April 2024.

**Proposed by:** Cllr Lennon      **Seconded by:** Cllr Collinson      **Passed unanimously.**

#### **24/P32 Chairman's Item (Information Only)**

Application 24/01258/FUL, received after publication of agenda, has been circulated to all Cllrs and was deferred to the end of the meeting.

A reply from SCDC about 24/P35 has also been circulated.

Cllr Roberts suggested we postpone discussion of the SCDC reply to the next Full Council meeting.

#### **24/P33 Public Participation Session (up to 45 minutes)**

**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.**

No public participation questions

#### **24/P34 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) 24/01254/OUT - Land North Of Field Side Thriplow Road, Fowlmere**

Outline application for the development of up to 8 No. self and custom build dwellings, with all matters reserved except access, together with all ancillary works.

- Last application refused by SCDC, and Inspectorate - only reduced by 1 dwelling.
- 8 houses - Self Builds, outside envelope and contrary to policy.
- Policy H/CB - point out removal of a possible suitable rural exception site.
- Comment was made about the positive of air source heat pumps
- After pre-application meeting no mention of changing the junction Fowlmere Rd/ Cambridge Rd (B1368)
- Lack of transport plan.
- No mention of proposed raised table crossing opposite entrance on Thriplow Road
- No mix of housing (required by policy)
- Discussion was had around the access to the Triangle and whether the development speaks to the Triangle development
- Discussion on spatial development policy for emerging local plan (acknowledgement that this is not current policy)

**Proposal:** to Refuse the development

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

The next two items were discussed in reverse order.

Amendment to minutes raised at Planning committee meeting on 4th June 2024:

Prior to the discussion on 24/P34/b Cllr Roberts did query whether it was actually legal and legitimate to discuss a matter that wasn't on the agenda

**b) 24/01258/FUL - Dove House Rectory Lane Fowlmere Cambridgeshire SG8 7TJ**

Erection of two detached dwellings, relocated access and associated development including alterations to existing boundary wall.

*The following line was inserted when these minutes were approved on the meeting of 4th June 2024*

Cllr Roberts moved the motion: Prior to the discussion on 24/P34/b Cllr Roberts did query whether it was actually legal and legitimate to discuss a matter that wasn't on the agenda.

- Application is for 2 houses in the plot.
- Overall design to be in keeping with other houses on Rectory Lane, with rendering and slate roofs, with a nod to the church and another house in design details.
- 4-bed properties, room for parking, power for charging cars, bike stands, air-source heat pump: a modern house in a traditional setting
- There is a proposed loss of only 2 trees out of 15. To give the biodiversity net gain, more trees will be planted (approx 25 extra trees would need to be planted)
- New biodiversity policy - options include improving biodiversity off site. If they cannot achieve the +10%, this approach could be secured through a planning condition.
- Picked up some good notes from the area (flint etc.)
- A transport consultant was used who has been in touch with Highways and the design was created from data gathered from Rectory Lane

**Proposal:** To propose a neutral stance

**Proposed by:** Cllr Collinson      **Seconded by:** Cllr Lennon      4 Cllrs Agreed: 1 Abstention

Motion Carried

**24/P35 To Note:** Parish Council request for SCDC officers to attend meeting and answer policy questions. Officers unable to attend this meeting due to polling day commitments. Awaiting further response

- Response from SCDC Officers was received and circulated to Cllrs by email.
- Discussion on the take-up of social housing in Shaw Close. Numbers were quoted from Housing strategy. It was pointed out that these numbers are low as a proportion of the 16 houses built
- Category 1 is any connection to the village (even family connections). Suggestion was made that Mr Blundell should ask that the distribution is done by SCDC as a preference to it being done by the developer
- The reasoning behind the building of a rural exception site in a Group Village is to satisfy categories 1 & 2, where cats 3 & 4 ought to be satisfied in another part of the district according to the spatial strategy
- Insisting on SCDC performing the allocation should help. the time it took for the development to be finished might have led to some of the applicants not taking up their places
- Noted that a new housing needs survey being required after 4 years, which has been communicated to Mr Blundell

Meeting closed at 20:56

*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 FOWLMERE PARISH COUNCIL**  
which was held in the Pavilion Room, Fowlmere Village Hall on  
**TUESDAY 21st May 2024 at 7:30 PM**

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

**IN ATTENDANCE:** The Clerk and approximately 50 members of the public

**BUSINESS TO BE TRANSACTED**

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

**24/036 To elect a Chair of the Parish Council for the civic year 2024-2025 and to receive the Chair's declaration of acceptance of office**

Cllr Hobro nominated Cllr Mulholland, seconded by Cllr Collinson  
No other Nominations Cllr Mulholland was elected uncontested.

**24/037 To elect a Vice-Chair of the Parish Council for the civic year 2024-2025 and to receive the Vice-Chair's declaration of acceptance of office**

Cllr Mulholland nominated Cllr Baker Oxley, Seconded by Cllr Lennon  
No other nominations, Cllr Baker-Oxley was elected uncontested.

**24/038 Apologies for absence (LGA 1972 s 85(1))**

Cllr Brock (Personal Commitments)

**24/039 Declarations of interest & requests for dispensations in agenda items**

*(Localism Act 2011 s 31 s33)*

Cllrs were reminded to review their "Register of Interests" held at SCDC and update them if necessary.

Cllr Mulholland declared an interest 24/47f

**24/040 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 19th March 2024.

**All Cllrs Agreed**

**24/039 To receive minutes of Committee Meetings**

- a) Finance Committee (6th December 2023) ([click here](#))
- b) Planning Committee (5th March 2024) ([click here](#))
- c) Planning Committee (11th April 2024) ([click here](#))

**Proposal:** To receive the above minutes

**All Cllrs agreed**

**24/040 Public Participation Session (including reports received in advance)**

**a) County Council update: (April report) (May report)**

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

- Hardship fund is still available for anyone wishing to apply.

**b) District Council update: (April report) (May report)**

Full Report on website. Cllr Hobro highlighted:

- Zero Carbon Grants deadline beginning of June
- Mobile & Community Warden Schemes provides help for people living in their homes - across the district, none in this ward in case anyone is interested in setting one up, funding is being renewed.
- Land supply has been recently measured at 6.5years - good news for the planning process.
- Planning Dept has been shortlisted for an award
- Vape recycling bin being introduced at Thriplow Recycling Centre
- Series of grants highlighted might be of interest to community groups in Fowlmere.
- Civil parking enforcement is ongoing, could be requested for pavement parking with the civic parking Dept.

**Q.** Was asked to confirm the Mobile Warden Scheme - Scheme to help residents to remain in their homes with support, half way between the sheltered housing, several around the district. Funding is being re-newed.

**c) Open Forum (not to exceed 15 mins) started @ 19: 20**

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.

- Several residents raised questions on the URC including:
  - Concern about the long-term burden on purchasing the URC.
  - Disappointment at not yet being able to see a financial plan, budgets, a detailed survey.
  - Whether residents will be surveyed or discussion had on using all the capital for this expenditure, should other options be explored for the use of this capital spend?
  - Residents wanting the playgroup to continue.
  - Question as to how would the property be managed, with increased costs and what would it be used for other than playgroup?
  - If employing people, would liability fall on the PC?
  - If the Chapel doesn't get purchased there would be uncertainty of the future of the building; concern raised about The Swan not being utilised.
  - If the Chapel isn't managed by the community, will it sit unused in the village?
  - Applying for grants is a good idea, but more information and evidence is needed, prior to making decisions on putting a bid in.
  - No-one wanting the playgroup to fail, but residents haven't had a chance to have their say about the building.
  - Property transactions take time, and beginning a negotiation process alongside developing a business plan will allow an informed decision to be made later.
  - Not to miss out on the opportunity.
  - Regarding supporting playgroup could the PC not support the move to Ion Science financially.
  - If the Ward money was earning interest, would it be enough to cover the cost of the move to Ion Science?
  - Asset such as the URC, which is in good condition, could be used for much more than just playgroup. Owning something rather than paying rent indefinitely, with prices going up.
  - Long term, although a big capital outlay, makes more sense than to keep subsidising the playgroup.
- Members of the playgroup updated
  - on the Chapel Closure, current lease with URC Synod is to the end of the academic year
  - They've had discussions with The Village Hall, local farmers, The Welding alloys site, Ion Science, and other businesses that have not been fruitful.
  - Costs for moving to a business site were not viable, leaving their only option being to stay at the Chapel.
  - It is understood that for many years now the rent Playgroup pay has covered the running costs of the URC.
  - Playgroup brings additional benefits to village beyond just childcare.
  - Playgroup currently going from strength to strength with a waiting list in situ.
  - Playgroup gives families affordable childcare, without playgroup some families would not have access to early age education, which is important to make sure the children are ready to go to school.

To clear up some confusion, The Chair, explained the proposal this evening was to look to use the time the Asset of Community Value status gives us (6 months) to the advantage of both the Parish Council and Playgroup by asking that the tenant the PC would like to retain be allowed to stay in situ while a negotiation to purchase takes place. Depending on where those negotiations take the PC will determine the final decision on the purchase of the URC. Losing the Tennent would have a negative impact on the business planning which is why making a clear expression of intent to purchase in order to extend playgroups current tenancy was important.

- A resident raised concerns about the drainage and sewerage problems, and disruption from Tankers, Requesting that Anglian Water update residents with a plan and an update to restore services to the village.

Cllr Hobro answered as District Cllr. He has contacted Anglian water on a number of occasions. No clear picture as yet. Has written to ask for a meeting between himself and the PC and the area manager, as soon as possible to get clarification over what the problem is, what work has been done, what work needs to be done and when it will be finished and to ask for better communication with affected residents. It is very difficult to get through to senior members at Anglian Water.

Public participation ended @ 19: 58

#### 24/044 URC Chapel [update] *(briefing note)*

**Proposal:** Proceed to making a clear expression of intent to purchase the URC Chapel and begin negotiations to lead towards a purchase agreement. As part of this process we shall continue to seek additional funding and advice for the project and to request that Playgroup be allowed to remain in situ as a tenant while the purchase negotiations take place.

- The Chapel been part of community for over 200 years. Utilised by many in the village of Fowlmere.
- Chapel (in a central location) & Village Hall (further away) as community venues compliment each other.
- Chapel closing as a place of worship is an opportunity time to re-new and re-focus its role as a centre of the community.
- Example of uses were given eg: Playgroup, parties, music, social & children events, plus possible future uses such as drop in events, adult education, shop, small market.
- If it does not become a community venue will become a dwelling, and that the village has already lost 3 out of 4 pubs a shop and post office, which has changed the social life in the village, becoming more of a dormitory village.
- The PC should investigate the possibility of it becoming a community venue. Support from the village, from conversations and the Community Led plan show support is strong.
- The initial Level 3 RICS survey has ascertained that the building is sound, no significant repair work.
- Meetings have been had to put together a solid and realistic business plan, for a community venue.
- Have already obtained a small grant to cover survey costs, so no cost to the PC so far.
- Next step is to open negotiations with URC, then concrete proposals can be put to the village.
- Abundance of caution needs to be taken with exit routes. The motion gives the ability to be able to progress, and the option to pull out along the way, without financial penalties
- Concern was raised about using the whole of the bequest on one project.
- Mention was made about a 50/50 model using the bequest plus securing match funding, allow maximising bequest funding to several differing projects.
- Liability of maintenance of an older building means we should proceed with caution.
- URC may be different to the Village Hall (which is run by a volunteer management committee)
- Putting forward a business plan being an important part of the proposal and any grant applications.
- Mention was made about how the parish council can support playgroup.
- Mention was made about the possibility of outside agencies coming into use the building and not Fowlmere people and that Fowlmere people would be liable through precept if problems occurred.
- A feeling that it was too soon for the Parish Council to be going back to the Synod at this time
- Potential problems highlighted in the survey and more exploratory surveys may be needed.
- Purchase price and the amount of money needed to be used to set up the venue.
- Gaugeing residents views
- Lack of understanding on why the Village Hall haven't absorbed playgroup at this time.
- Getting a clear picture of the direction of where discussions could go.
- Would it be self funding and it standing on its own merit?
- If the asset is lost it will not be able to be returned to community use.
- The Chair summed up the discussions and said that this was the most important decision the PC has taken since making the decision to take out a loan of £8000 to purchase the land that is now the Sports and Recreation Ground and Village Hall nearly 50 years ago. In light of the seriousness of this decision the Chair requested to the Clerk that Section 3 paragraph (s) of the standing orders are applied. *"At a request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her voting for or against this question."*

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

**In Favour:** Cllrs Mulholland, Hobro, Lennon, Baker- Oxley, Sargeant, Collinson, Bryan

**Against:** Cllr Roberts.

It was suggested that a village survey wide survey be begun. It was agreed that this be taken back to the working group to work on.

#### 24/041 Road Safety and Highways

##### a) Items reported to CCC Highways *click here to reports a highways problem*

- Cllr Lennon had reported some potholes near Appleacre and on Chrishall Rd.
- Cllr Hobro updated that "The Drift" between Thriplow & Whittelsford, had seen some improvements making this part of the footpath passable again
- It was noted that Westfield Road has been tar-macked by SCDC.

**b) Shepreth Road; Road Closure consultation for comment ([click here](#))**

- There were no comments.

**c) London Road / Pipers Close road and pavement flooding / drainage problems [update]**

Cllr McDonald updated that the works have been ordered.

**d) Speedwatch and MVAS [update]**

Averaging 2 speedwatch sessions per week. Volunteer list has 14 members, but only a few actually help. Many people have been caught speeding through the village.

Using the static machine, as the mobile is currently not working. New charger to be ordered.

Stall at the Village Fete, 29th June, will look to have a sign up for speedwatch volunteers.

Suggestion to have additional locations for the Main MVAS.

**Clerk:** to look at where the MVAS is allowed to go.

**Clerk:** Look to purchase new brackets for more MVAS positions.

**e) LHI working group [update]**

- The 20mph Zone extension along pipers close and Chrishall Road will be installed on 6th/7th June.
- Data from traffic surveys needs processing to understand. Cllr Collinson offered to help with Data analysis.
- Any application for LHI in Chrishall Grange will be combined, Peter McDonald, Cllr Hobro to put forward proposals together. 20mph is not feasible, but a 40mph a distinct possibility with additional measures around the junction.
- The PC could put in a self funded PFLHI for the bollards near the small triangle.

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

- Clerk attended the Parish Forum Online
- Clerk attended Unlocking Potential of your parish: How the Planning Team Can Support You as a Parish Clerk @ SCDC
- Clerk attended Community Business Webinar by Cambridgeshire Acre in conjunction with the Plunkett Foundation
- Cllr Mulholland attended: Charing meetings effectively training. He noted that knowing and sticking to Standing Orders was that main point made repeatedly during the webinar.

**24/047 Finance**

**a) To note:** the financial situation of the council up to 15th May ([click here](#))

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

- DD Doro Care UK **£396.70** (April & May) (personal alarms) (LGA 1972 s137)
- DD British Gas Lite Cemetery **£28.35** (April & May) (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£35.96** (April & May) (Cemetery Bin Collection) (LGA 1972 s.214(2))
- DD Lebara Mobile **£7.90** (March & April) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£7.90** (March & April) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card admin charge **£6.00** (March & April) (LGA 1972 s.111)
- DD Microsoft **£17.52** (April & May) (Microsoft 365 subscription) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (March & April) (LGA 1972 s.112)
- Red Shoes Accounting **£57.60** (LGA 1972 s.111)
- Unity Trust Bank Service Charge **£18.00** (LGA 1972 s.111)
- Fowlmere Village Hall **£96.00** (March & April) (meeting room hire) (LGA 1972 s.134(4))
- Hardy Landscapes **£1100.00** (April grass cutting) (Open Spaces Act 1906 ss9-10)
- Storage Rent and expenses **£200** (April & May) (LGA 1972 s.111)
- Office Sundries **£79.87** (LGA 1972 s.111)
- Allotment Association **£67.00** (Small Holdings & Allotments Act 1908, s.23)
- Ian Wilson **£616.89** (LGA 1972 s.214(2))
- Ian Wilson **£180** (Open Spaces Act 1906 ss9-10)
- Hope CIC **£200** (Mobile Food Hub) (LGA 1972 s137)
- Pennon Water Services **£86.26** (LGA 1972 s.214(2))
- GreenTech **£37.20** (Open Spaces Act 1906 ss9-10)
- ICCM **£100.00** (LGA 1972 s.214(2))
- Fowlmere PCC **£5.00** (meeting room hire) (LGA 1972 s.134(4))
- LGS Services **£185.00** (internal audit) (LGA 1972 s.111)
- ROSPA Play Safety **£212.00** (Open Spaces Act 1906 ss9-10)

**Proposal:** To Note Bills Paid.

**All Agreed**

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

- Clear Councils Insurance **£1057.89**
- Fowlmere PCC **£5.00** (*meeting room hire*) (LGA 1972 s.134(4))
- Parish Online **£480.00** (LGA 1972 s.142)

**Proposal:** to pay the bills **All agreed**

**d) Income**

- Precept **£28,602.75** (LGA 1972 s.41(4))
- Ivett & Reed **£80** (LGA 1972 s.214(2))

**e) Bus Shelter s.106 offer (Triangle 2 development)**

**Proposal:** To take on responsibility for the maintenance of proposed new bus shelter by The Triangle. s.106 contribution of £10k (ring-fenced) to be made to Parish Council for this purpose.

- Discussion about the proposed bus stop on Cambridge Road, if the development on the Triangle goes ahead, and the PC taking on responsibility for maintenance.

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

The Chair declared an interest in the next item and the Chair was handed to Cllr Baker Oxley

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

**Proposal:** To approve overtime & expenses payment.

As the HR Committee met in April, concerns were raised about:

- Overtime not being budgeted for
- To look at the clerks salary, and the amount of work, and the number of hours with respect of the drop in number of meetings, and whether Cllrs can take up some of the tasks.
- HR Committee are looking at job description to enable the clerks salary to be budgeted for, and are waiting for further information from CAPALC
- Mention was made that the Clerks hours in Fowlmere compared to other local PC's seem lower and that while Cllrs should be taking on more tasks, some tasks legally have to be completed by the clerk.
- The Clerks Role should reflect the Job of today

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

Cllr Mulholland retook the chair

**24/048 AGAR 2023-2024**

**Proposal:** To receive and accept the Internal Auditors Report. ([click here](#))

To complete and approve the Annual Governance statements and accounting statements ([click here](#))

- All Annual Governance Statements were approved and agreed individually.
- The Accounting statements were approved

To note the dates for the exercise of public rights. ([click here](#))

To note updated asset register. ([click here](#))

To proceed to sending information to the External Auditor

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

**24/049 Review of Governance documents & policies and adoption of new policies**

- Standing Orders ([click here](#))
- Financial Regulations ([click here](#))
- Code of Conduct ([click here](#))
- Communications Policy ([click here](#))
- Complaints Policy ([click here](#))
- Credit Card Use Policy ([click here](#))
- Data Protection Policy ([click here](#))
- Equality and Diversity Policy ([click here](#))
- Memorial Policy (not cemetery) ([click here](#))
- Publication Guide ([click here](#))
- Risk Assessment ([click here](#))
- s.137 Grants Policy ([click here](#))
- Safeguarding ([click here](#))
- 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 by:** Cllr Mulholland **Seconded by:** Cllr. Baker - Oxley **All Agreed**

- Vexatious Communications and Complaints Policy ([click here](#))

**Proposal:** The Council to adopt the SLCC template Vexatious Communications and Complaints policy.

Circulate to Cllrs with no comments.

Discussion included:

- The need for such a policy at a small parish council.
- Reflects approaches to dealing with difficult issues,
- Adopting the policy means policies are in place for when situations arise, and that policies are not created on the hoof, but follow good practice.
- Council taking a slightly gentler approach in communicating with residents, rather than knee jerk reactions.
- Question was asked regarding the terms of reference for HR Committee, and a relevant amendment needing to be made to their Terms of reference.

**Proposed by:** Cllr Mulholland **Seconded by:** Cllr. Baker Oxley 5 agreed 2 against 1 abstention.

Cllr Roberts asked about correspondence not being on this agenda. It was noted that due to the clerk having 2 weeks of medical leave time had run out for putting all correspondence on this agenda, but correspondence that needed decisions had been placed on the agenda.

p) Annual Investments Strategy Policy ([click here](#))

**Proposal:** The Council to adopt the Annual Investments Strategy policy.

Policy had been brought forward from discussions at the last Finance Committee meeting.

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

**24/050 Membership of Committees for 2024/25** (*chairs to be elected at 1st meeting of committees*)

a) Planning Committee: Currently All Cllrs members:

A discussion was had whether all Cllrs were happy to stay on this committee, or if the old substitute system could work if there is a problem of quorum.

**Majority of Cllrs Agreed to the committee remaining All Cllrs.**

b) Finance Committee: Currently Cllr Lennon, Cllr Sargeant, Cllr Baker-Oxley, Cllr Hobro, Cllr Roberts.

**All Committee members Agreed to remain.**

c) Cemetery Management Committee: Currently Cllr Mulholland, Cllr Lennon, Cllr Bryan, Cllr Roberts

A discussion was had whether to retain this committee as didn't meet last year. It was agreed to retain.

**All Committee members Agreed to remain.**

d) HR Committee

Currently Cllr Brock, Cllr Lennon, Cllr Baker Oxley, Cllr Sargeant

**All Committee members Agreed to remain.**

**24/051 Trees, Grass and Hedges**

a) Round Moat Tree work [update]

Shelford Tree Services have been in contact with the Biodiversity Officer at SCDC to gather information about disease resistant species, ground flora, moat flora. Developing a plan liaising with Shelford Tree Services, Tree Officers, and local wildlife experts, and looking to apply for grants for the works to happen.

**Note:** the Clerk to re-arrange cancelled meeting with Historic England.

b) **To note:** information from Orwell Parish Council re: National Trust Footpaths ([click here](#))

It was suggested to put a link to this on PC website

**24/052 Cemetery Management**

a) Recent and upcoming interments, memorials and transfers

There have been none

**24/053 Progress of ongoing projects**

a) Mobile Food Hub [update] Emailed for preliminary data - nor response as yet.

b) Allotments [update]

PC has joined NAS who have sent a template legal document to start talking to the Land Owner. Waiting for advice on the document before sending that on.

c) Street Sign restoration [update]

Request for London Road, bottom of Chapel Lane as the next sign.

d) Tree stump Public Art [update]

Due to illness and the wet weather this has been delayed till July/August

e) Community Led Plan [update]

- Survey has gone out, deadline was Friday, lots of responses received.
- Questionnaire kept very general to get a steer from people without being leading.
- Good response rate - (550 houses, 162 online and 10 paper responses) 30% response rate.
- Encouraged by the range of sampling in the response eg, employed, students & retired.

- Mix of QR code use, link and written survey. Can be compared with census data.
- Tester or responses:
- 4/5 On how satisfied you are as Fowlmere as a place to live.
- Lots of people want a shop
- Main concern is about potholes
- Reinforces the things the PC are doing.
- Help to steer what residents care about in the village and what the PC are doing
- How would you describe the Fowlmere You'd like to live: Friendly, well kept, welcoming.
- Huge data set - need to look at the data, and think about the questions to go back to that are more targeted for a second round.

**f) New project ideas**

Cllr Collinson has some initial thoughts about a "Gleaning" project - could be used to help food banks & top up supply. With farm owners permission, after a suitable crop is harvested, is an option for volunteers to go into the field to collect the crop that have been left in the field, maybe undersized, oversized.

Cllr Collinson to carry out more research to find out more information.

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

*Meeting Closed 21:29pm*



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

which was held in the Main Hall, Fowlmere Village Hall on  
4th June 2024 at 19:30

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

**IN ATTENDANCE:** The Clerk and 5 members of the public.

### **BUSINESS TO BE TRANSACTED**

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

#### **24/P36 To elect a Chair of the FPC Planning Committee for the civic year 2024-2025**

Cllr Lennon nominated Cllr Brock, Cllr Collinson seconded.

Cllr Brock was elected uncontested

#### **24/P37 To elect a Vice-Chair of the FPC Planning Committee for the civic year 2024-2025**

Cllr Hobro nominated Cllr Collision, Cllr Baker-Oxley seconded

Cllr Collinson was elected uncontested

#### **24/P38 Apologies for absence (LGA 1972 s 85(1))**

Cllr Mulholland & Cllr Sargeant (work commitments)

#### **24/P39 Declarations of interest & requests for dispensations in agenda items**

*(Localism Act 2011 s 31 s33)*

Cllr Brock reminded Cllrs about requesting dispensations need to be in writing to the Clerk.

Cllr Brock declared an interest in Agenda item **24/P44b** as a near neighbour.

Cllr Bryan declared an interest in Agenda item **24/P44c** as a near neighbour.

#### **24/P40 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 2nd May 2024.

Cllr Roberts moved the motion to amend the minutes from the 2nd May and add. "prior to the discussion on 24/P34/b: Cllr Roberts did query whether it was actually legal and legitimate to discuss a matter that wasn't on the agenda".

**Proposed by:** Cllr Roberts **Seconded:** Cllr Bryan. 4 in agreement 1 against 2 abstentions

**Proposal:** That Fowlmere Parish Council Planning Committee agree the amended minutes as stated of the Planning Committee meeting held on 2nd May 2024.

**Proposed by:** Cllr Roberts **Seconded:** Cllr Bryan. 4 in agreement 1 against 2 abstentions

#### **24/P41 Chairman's Item (Information Only)**

Cllr Roberts raised in an email to Cllr Brock whether it was proper for this committee to use the rubric which states. Applications received following the issue of the agenda will be considered and can be viewed on the Greater Cambridge Planning Portal.

He was unsure if every member of the committee has seen the email even though it was stated that it was copied them all. Within the letter Cllr Roberts quotes items from CAPALC

Assurance was made that Cllr Roberts concerns have been taken seriously and are being looked into.

Cllr Brock asked Cllr Roberts to forward to him and to the Clerk the complete correspondence from which she had quoted in her email to him, so as to be sure of context. Cllr Roberts undertook to forward to the Clerk and to Cllr Brock only the responses from CAPALC and to do so on Monday 9 June

Amendment to minutes made at 9th July meeting after 24/P41: Cllr Roberts declined to provide the remaining correspondence.

#### **24/P42 To review the Planning Committee Terms of Reference ([click here](#))**

No suggested changes

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

## **24/P42 Public Participation Session (up to 15 minutes)**

**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.**

Residents did not have any comments on items on the agenda.

However residents did mention conduct at Council meetings, and lack of respect in the room.

## **24/P43 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 and can be viewed on the Greater Cambridge Planning Portal: ([click here](#)).**

The Chair mentioned there were no new applications have come in since the issuing of the agenda.

### **a) 24/01799/FUL- Rouscelle Ryecroft Lane Fowlmere Cambridgeshire SG8 7TT**

Removal of the existing chimney, changes to the window arrangements on the front and side elevations. Works look sensible and straight forward works to the inside the house, with materials matching existing, felt a reasonable and sensitive application to the area.

Mention was made about which elevation looks in either direction, difficult to tell which how this would affect neighbouring properties.

**Proposal:** To propose a neutral stance

**Proposed by:** Cllr Collinson      **Seconded by:** Cllr Bryan      6 Agreed 1 abstention

The following to items were taken in reverse.

The Chair was passed to Cllr Collinson and Cllr Brock left the room

### **b) 24/01935/HFUL - Timbers High Street Fowlmere**

Part two storey, part single storey side extension. Single storey rear extension.

Distance between the properties should not affect light into the properties

Extension should not be too imposing on neighbouring properties.

**Proposal:** To propose a neutral stance

**Proposed by:** Cllr Bryan      **Seconded by:** Cllr Hobro.      5 Agreed 1 abstention

Cllr Brock returned and took the Chair

Cllr Bryan left the room.

### **c) 24/01863/LBC - The Green High Street Fowlmere Cambridgeshire SG8 7SS**

Internal repair works to ceiling and wall plaster

Listed building in a conservation area

Abundance of caution due to a flood, will be like for like replacement and repair. Lots of details on the works to be completed

**Proposal:** To propose a neutral stance

**Proposed by:** Cllr Lennon      **Seconded by:** Cllr Collinson      5 Agreed 1 Abstention

Cllr Bryan returned.

## **For information only applications**

### **d) 24/0502/TTPO - 11 Ryecroft Lane Fowlmere Cambridgeshire SG8 7TT**

Self set Sycamore - This adolescent Sycamore is self set. It has poor form a bifurcation and bark inclusion at the base. It is growing through the crown of a mature Ash, and is starting to affect the crown of this well established Ash that is an asset to the local area. It causing excessive shading in the gardens below.

Request removal to near ground level to give the other trees room and light to flourish and to improve light below. T2 - Mature Ash - Request a light crown lift to 4m / removal of 2 lowest limbs to improve light below.

Removal of major deadwood. Sever Ivy. T3 - Sycamore - This tree has previously been pollarded. IT has become very dense and dominant and the neighbours both sides have complained. Request a re pollard to previous cuts (2.5m crown reduction t produce framework pollard)

**e) 24/0518/TTCA - Dove House Rectory Lane Fowlmere Cambridgeshire SG8 7TJ**

Leyland Cypress T1 - Remove. Lawsons Cypress T2 - Remove.

**f) 24/0558/TTPO - 8 Rayners Close Fowlmere Cambridgeshire**

T.1 Field maple, 15M height. - Fell to ground level and re plant with 1x English hardwood. Tree has become dominant and heavily shading the garden of no.7 and no.8. Multiple branches have shed causing concern for the safety of both gardens children and property.

All information only items were noted.

**24/P45 To Note:** An appeal has been made to the Secretary of State against the decision of South Cambridgeshire District Council to refuse the below application.

**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.

The appeal will be determined on the basis of written representations. All representations must be received by 27th June 2024

No additions, all written responses will be taken forward automatically to the inspectorate from representations already made. Question were asked regarding Secretary of State and the decisions to be made with the election round the corner. It is the Inspectors decision, which won't be held back

**24/P46 To Note:** Proposals for new bio-energy plant near Thriplow. ([click here](#))

Mention was made about the Exhibition at Thriplow Village 2pm til 7.30pm. Meeting in the morning for Councillors to attend.

Just outside the boundary of Fowlmere Parish. When an application comes through, the Council should consider responding as the land adjoins Fowlmere Parish.

Meeting closed at 20:10

*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 PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on  
9th July 2024 at 19:30

**PRESENT:** Cllr Baker-Oxley Cllr Brock (in the Chair), Cllr Bryan, Cllr Collinson, Cllr Hobro,  
Cllr Lennon, Cllr Roberts,  
**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.*

#### **24/P46 Apologies for absence** (LGA 1972 s 85(1))

Cllr Mulholland (work commitments) & Cllr Sargeant (personal commitments)

#### **24/P47 Declarations of interest & requests for dispensations in agenda items** (Localism Act 2011 s 31 s33)

Cllr Brock declared an interest in Agenda item **24/P43e** out of an abundance of caution as the applicant is a neighbour

Cllr Bryan declared an interest in Agenda item **24/P43e** as the applicant is a friend

Cllr Hobro declared an interest in Agenda item **24/P43c & d** as a near neighbour.

#### **24/P48 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 4th June 2024.

Cllr Roberts proposed an amendment, seconded by Cllr Bryan, that after the words "Cllr Roberts undertook to forward to the Clerk and to Cllr Brock only the responses from CAPALC and to do so on Monday 9 June" there should be added "Cllr Roberts declined to provide the remaining correspondence" The amendment was agreed

The Amended minutes from the Fowlmere Parish Council Planning Committee held on the 4th June were **Agreed and Signed by the Chairman.**

**The minutes from the Planning Committee Meetings held on the 4th June, 2nd May and 11th April were signed by the Chairman.**

#### **24/P49 Chairman's Item (Information Only)**

Chairman of the council has sent out an email, that there will be an update to the email system on Thursday 11th July. Please read the information that has been sent, all emails will migrate across.

#### **24/P50 Public Participation Session (up to 15 minutes)**

**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.**

No comments.

#### **24/P43 Planning Applications** [application numbers are clickable links]

To review current and live planning applications within the Parish of Fowlmere, as found on the Greater Cambridge Planning Portal [website](#) 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, due to the 21 day cycle operated by SCDC, applications received following the issue of the agenda may be considered and can be viewed on the Greater Cambridge Planning Portal ([click here](#))**

##### **a) 24/02232/FUL- Land South Of Pumping Station Chrishall Road Fowlmere**

Erection of an agricultural building.

Have seen this application before.

Similar application, site area is double the land due to "no build zone" and a move of the building.

Permission has been granted by SCDC

Concern was raised that the building will be visually intrusive, and whether there will be a change of use in the future (after 10 years)

The PC could ask SCDC to remove the Permitted Development rights.

**Proposal:** To propose a neutral stance, provided that the PD rights to change the use are removed.

**Proposed by:** Cllr Collinson

**Seconded by:** Cllr. Roberts

**All agreed**

**b) 24/02315/HFUL - 2 Ryecroft Lane Fowlmere Cambridgeshire**

Single storey first floor side extension.

Additional 2nd story, above previous first floor extension

Application states it is supported by two Parish Councillors, which is not necessarily true.

No dwellings behind, new building is butting up to Neighbour to the side, not overbearing

**Proposal:** To propose a neutral stance

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

Cllr Hobro left

**c) 24/02243/HFUL - 11 Chapel Lane Fowlmere Cambridgeshire**

Demolition and replacement of existing garden room and erection of a greenhouse.

Garden room tucked at the back of the site, greenhouse partway single storey, no near neighbours affected.

No objections

**Proposal:** To propose a neutral stance

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

**d) 24/02244/LBC - 11 Chapel Lane Fowlmere Cambridgeshire**

Demolition and replacement of existing garden room and erection of a greenhouse.

**Proposal:** To propose a neutral stance

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

Cllr Hobro returned

Cllr Brock & Cllr Bryan Left

**e) 24/02313/HFUL - Sycamore House Rectory Lane Fowlmere**

Demolition of existing conservatory, side extension and garage followed by a two storey front and rear and single storey side and rear extensions along with replacing of windows, doors, roof and re-rendered facade.

Site backs onto Welding Alloys site. Large Plot and Garden, with extension to the rear of the building.

Should not affect near neighbour.

**Proposal:** To propose a neutral stance

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

Cllr Brock & Cllr Bryan returned.

**24/P52 To Note:** Email from CCC Transport Officer regarding s.106 contributions and agreement for 23/02467/FUL (GenTwo/The Way).

Clerk to contact Officer, to make her aware when the s.106 arrives and to note the 10 year period, and to mention to the County what the intention is to spend the money. Specification to spend the money will be for traffic calming and double yellow lines.

Melbourn Greenway gives an indirect benefit to Fowlmere, but disappointment was noted that there was no direct benefit.

Meeting closed at 20:07

*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  
**THURSDAY 18th JULY 2024 at 7:30 PM**

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

**IN ATTENDANCE:** The Clerk and approximately 4 members of the public

**BUSINESS TO BE TRANSACTED**

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

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

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

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

There were none

**24/056 Minutes of Previous Meeting** ([click here](#)) (in accordance with standing order 12a)

**Proposal:** That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 21st May 2024.

**Proposed by:** Cllr Mulholland

**Seconded by:** Cllr Collinson

**All Agreed**

**24/057 To receive minutes of Committee Meetings**

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

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

**Proposal:** To receive the above minutes

**Proposed by:** Cllr Collinson

**Seconded by:** Cllr Brock

**All agreed**

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

a) **County Council update:** ([June report](#)) ([July report](#))

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

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

b) **District Council update:** ([June report](#)) ([July report](#))

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

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

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

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

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

No other Questions

Public participation ended @ 19: 35

**24/059 Road Safety and Highways**

a) Items reported to CCC Highways

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

- A pothole on Chrishall Road has been reported.

b) Speedwatch and MVAS [update]

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

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

No meeting held recently.

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

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

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

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

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

#### 24/047 Finance

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

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

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

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

- None

d) **Income**

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

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

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

**Proposal:** To approve overtime & expenses payment.

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

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

Cllr Mulholland retook the chair

**24/062 URC Chapel** [update]

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

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

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

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

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

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

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

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

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

**24/065 Village Sign**

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

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

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

**24/066 Wording on planning committee agendas.**

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

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

**24/067 Site visit to Meridian BioGas plant**

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

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

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

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

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

**It was agreed to write in support of the bill.**

**24/069 Migration to new email upgraded system.**

**To note:** Migration and upgrade to improved email system.

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

**Proposed by:** Cllr Mulholland

**Seconded by:** Cllr Collinson

**All Agreed**

**24/070 Trees, Grass and Hedges**

**a) Round Moat Tree work [update]**

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

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

**Proposed by:** Cllr Bryan

**Seconded by:** Cllr Collinson

**All Agreed**

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

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

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

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

**e) Tree on the Butts.**

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

**Proposed by:** Cllr Collinson

**Seconded by:** Cllr. Mulholland

**All Agreed**

#### 24/071 Cemetery Management

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

#### 24/072 Progress of ongoing projects

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

Meeting closed at 21:09

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



## MINUTES OF THE MEETING OF OF FOWLMEERE PARISH COUNCIL FINANCE COMMITTEE

which was held in the Pavilion Room, Fowlmere Recreation Ground & Village Hall on  
**WEDNESDAY 31st July 2024 at 19:30**

**PRESENT:** Cllr Baker-Oxley, Cllr Lennon (Chair), Cllr Mulholland, Cllr Sargeant, 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.*

#### **24/F17 To elect a Chair of the FPC Finance Committee for the civic year 2024-2025**

Cllr Sargeant nominated Cllr Lennon, Cllr Mulholland Seconded. Cllr Lennon was elected uncontested

#### **24/F18 To elect a Vice - Chair of the FPC Finance Committee for the civic year 2024-2025**

Cllr Lennon nominated Cllr Sargeant, Cllr Roberts Seconded. Cllr Sargeant was elected uncontested.

#### **24/F19 Apologies for absence (LGA 1972 s 85(1))**

Cllr Hobro (Personal Commitments)

#### **24/F20 Declarations of interest & requests for dispensations in agenda items**

*(Localism Act 2011 s 31 s33)*

There were none.

#### **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 16th April 2024.

**Proposed:** Cllr Sargeant                      **Seconded:** Cllr Baker Oxley                      **All Agreed**

#### **24/F22 Public Participation Session**

There were none

#### **24/F23 To review the Finance Committee Terms of Reference ([click here](#))**

Discussion was had surrounding the changes shown in the document.

**Proposal:** to accept the changes to the Finance Committee TOR

**Proposed:** Cllr Lennon                      **Seconded:** Cllr Baker Oxley                      **4 Agreed 1 abstention Motion Passed**

#### **24/F24 Review of Expenditure 24/25 to date (22nd July)**

Discussion was had regarding expenditure of MVAS, due to fault finding with new charger and new fuses, and the s.106 monies, and length of time to spend.

#### **24/F25 Review of Reserves to date (22nd July)**

No comments or questions

#### **24/F26 Review of New Financial Regulations 2024 ([click here](#)).**

**Proposal:** to accept the new Financial Regulations 2024

NALC document with parts to amend specific to your Parish Council.

No comments or questions

**Proposed:** Cllr Lennon                      **Seconded:** Cllr Baker Oxley                      **All Agreed**

#### **24/F27 s.137 Grants and Donations**

**a) To discuss** and decide the s.137 money spend for Home alarms after being raised by internal auditor.

- IA had raised a question regarding s.137 spend on the Personal Home alarms (Careium).
- CAPALC and the NALC legal team were contacted regarding the spend.
- Suggestion was made about presenting a s.137 report for the IA to detail considerations.
- The proportionality of s.137 to electors was discussed. Figures going forward suggest 20% of s.137 budget will be spent this year on the Personal Home Alarm.

**Proposal:** To continue to support the Home Alarm spend for residents of Fowlmere Parish with money from s.137 budget.

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

**b) To discuss:** Home alarm systems cost comparisons

- Discussion had about advertising the Personal Home alarm service to everyone, not just the elderly who have the highest uptake at present. Advertise the service for all who may feel vulnerable.
- Discussion was had regarding the price of the service, and the service given.

- Comparisons were made to another service provider. Discussion centred if the other company provide the same/similar service including equipment updates and servicing
- Concern was raised about changing the provider for those who already used to and familiar with the current provider.
- More information to be gathered about the service provided.

**c) Review:** Grant application for the Library at The Hub, Melbourn

- Discussion was had around the Library in the Hub in Melbourn and how it also provides for social interactions.
- It was noted that The Library bus already supports Fowlmere Village.
- The amount being requested was very small.

**Proposed:** to donate £75 to the Melbourn library as per their Grant application form from s.137 budget.

**Proposed:** Cllr Sargeant                    **Seconded:** Cllr Baker Oxley    **All Agreed**

**24/F28 Follow up discussion:** Investment of savings (as deferred and discussed at the last meeting). To discuss following the adoption of Investment Strategy Policy by full Council. ([Investment Strategy](#))

- Discussion was had regarding investing savings money.
- FSCS limit of £85,000 for registered banks. Only money above this figure at any bank would be at risk.
- Caution expressed about the risk with a stocks and shares investment is greater than a well established bank or building society going bust.
- Always aim to have £85,000 or under in each different account.
- Not all bank/building society will take Parish Council account.

**Proposal:** to delegate to the Clerk to open specific local authority accounts with new banks (separate institutions).                    **All agreed**

**24/F29 To agree the virements below:**

**a)** Virement of £ 68.64 from Community Led Plan Grant to Salary

**Proposed:** Cllr Lennon                    **Seconded:** Cllr Sargeant                    **All Agreed**

Meeting closed 20.16

*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 PLANNING COMMITTEE

which was held in the Pavilion Room, Fowlmere Village Hall on  
6th August 2024 at 19:30

**PRESENT:** Cllr Baker-Oxley, Cllr Brock (in the Chair), Cllr Lennon, Cllr Mulholland, Cllr Roberts,  
**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.*

**24/P53 Apologies for absence** (LGA 1972 s 85(1))

Cllr Bryan, Cllr Hobro & Cllr Sargeant (personal commitments)

**24/P54 Declarations of interest & requests for dispensations in agenda items** (Localism Act 2011 s 31 s33)

Cllr Brock declared an interest in Agenda item **24/P58a** out of an abundance of caution as the applicant was until very recently a neighbour.

**24/P55 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 July 2024.

**Proposed by:** Cllr Lennon      **Seconded by:** Cllr. Baker Oxley      **4 agreed 1 Against**

**24/P56 Chairman's Item (Information Only)** - Nothing to note.

**24/P57 Public Participation Session (up to 15 minutes)** started @ 19:34

**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 member of the public had raised concerns via email regarding the way in which decisions are made during the planning process and did so again in person. Cllr Brock explained he had already offered in response to meet with the resident, who had declined, however the offer remained open.

**24/P58 Planning Applications** [application numbers are clickable links]

To review current and live planning applications within the Parish of Fowlmere, as found on the Greater Cambridge Planning Portal [website](#) 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, due to the 21day cycle operated by SCDC, applications received following the issue of the agenda may be considered and can be viewed on the Greater Cambridge Planning Portal ([click here](#))**

Cllr Brock withdrew from the following item and the Chair was handed to Cllr Mulholland @19:38

**a) 24/02313/HFUL - Sycamore House Rectory Lane Fowlmere**

Revised description to read 'Single storey front extension. Two front dormer windows. Demolition of existing conservatory, side extension and garage followed by a two-storey front and rear and single storey side and rear extensions along with replacing of windows, doors, roof, re-rendered façade and removal of rear flue'

- Changes were descriptive rather than any physical changes to plans.
- The changes were noted to be minor. There was no proposal to change to the Council's neutral stance.

Cllr Brock returned & retook the chair @ 19:40

Cllr Roberts, after questioning if another member was conflicted, decided to leave the room @ 19:42 and not take part in the following discussion.

**b) 24/02801/HFUL - 60 Chapel Lane Fowlmere Cambridgeshire.**

Demolition of conservatory and erection of two storey rear extension. Single storey rear extension and replacement roof with roof lights to existing single storey element. Single storey front extension and conversion of garage to habitable space. Alteration to fenestration and associated works.

- Addition of a canopy porch to the front of the house, with rear conservatory demolition and the addition of a two story extension to the rear. Link garage, to be turned into an additional room. Minimal change in footprint.
- It was noted that end of Chapel Lane has had a lot of works recently with some previous concerns about contractor parking.

**Proposal:** To propose a neutral stance

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

Cllr Roberts returned @ 19:51

**For Information only applications:**

**c) 24/0784/TTPO - Appleacre Cottage London Road Fowlmere**

- T1 - Horse Chestnut, reduce crown by 6m due to severe decay in main stem, reactive growth has occurred as seen in pictures, decay is 40% of the trees radius from one side and 15-20% from the other side of the tree, the tree is also close proximity to houses .
- T2 - Horse chestnut, reduce in height by 3m and reduce side over hanging caravan park by 1m Due to branches and Conkers damaging property and vehicles in high wind.
- T3 - Horse chestnut, reduce in height by 3m and reduce side over hanging caravan park by 1m Due to branches and Conkers damaging property and vehicles in high wind.

**d) 24/0763/TTPO - 14 Chapel Lane Fowlmere Cambridgeshire**

Willow - re-pollard at 7-8m high, 5-6m below previous pollard heads

Reason: multiple decay cavities in major limbs, recent limb failures have occurred

**24/P59 Update on Cambridgeshire Glamping**

Cllr Lennon asked for an update.

- The applicant had been emailed regarding concerns raised who acknowledged the email.
- Compliance was informed of concerns via the SCDC website and acknowledgement received.
- Emailed compliance manager who has asked the office to update us.
- It was noted that members of the public can also put their own concerns in to compliance

Meeting closed at 19:55

*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 PLANNING COMMITTEE**  
which was held in the Pavilion Room, Fowlmere Recreation Ground & Village Hall on  
**TUESDAY 10th September 2024 at 19:30**

**PRESENT:** Cllr Baker-Oxley, Cllr Collinson (in the Chair), Cllr Hobro, Cllr Lennon,  
**IN ATTENDANCE:** The Clerk and 4 members of the public.

**BUSINESS TO BE TRANSACTED**

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

**24/P60 Apologies for absence** (LGA 1972 s 85(1))

Cllr Brock, Cllr Bryan & Cllr Roberts (personal commitments) Cllr Mulholland & Cllr Sargeant (work commitments)

**24/P61 Declarations of interest & requests for dispensations in agenda items** (Localism Act 2011 s 31 s33)

There were none.

**24/P62 Minutes of Previous Meeting** ([click here](#)) (in accordance with standing order 12a)

**a) Proposal:** That Fowlmere Parish Council Planning Committee agree the minutes of the Planning Committee meeting held on 6th August 2024.

**Proposed by:** Cllr Lennon      **Seconded by:** Cllr. Baker Oxley      **motion passed**

**24/P63 Chairman's Item (Information Only)**

There were none.

**24/P64 Public Participation Session (up to 15 minutes)**

**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.**

- Applicant spoke regarding agenda item: [24/03032/HFUL](#)
  - previous application was for two dwellings; after meeting with SCDC and heeding their advice, the applicant withdrew the previous application and submitted a new application for one dwelling.
  - A Cllr asked regarding reasons for withdraw of the previous application: Conservation officer felt that the number of dwellings and the height were not appropriate to the site. Conservation officer has already responded positively in response to the new application.
- Developer spoke for applicant on agenda item: [24/03285/OUT](#)
  - Recent appeal for the rural affordable exception scheme has been withdrawn.
  - 5 no. self build dwellings, reduced from 8 after pre-app advice from officers for a revised scheme.
  - Site will look to contain buildings in-line with southern boundary of Lanacre as well as inline northwards.
  - Landscaping will be provided, plus ecological improvements
  - NPPF paragraph 70, looks to support small sites such as this one (under 1 hectare.)
  - Landscape visual impact assessment show impact is limited.
  - Plot passports are included.
  - Development will meet zero carbon requirements.
  - A Cllr asked if this was the applicants only planning application in the village at the moment. This was confirmed.

**24/P58 Planning Applications** [application numbers are clickable links]

To review current and live planning applications within the Parish of Fowlmere, as found on the Greater Cambridge Planning Portal [website](#) 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, due to the 21day cycle operated by SCDC, applications received following the issue of the agenda may be considered and can be viewed on the Greater Cambridge Planning Portal ([click here](#))**

**a) [24/01809/FUL](#) - 2 Moor Lane, Fowlmere**

Demolish existing bungalow and outbuildings and erect replacement bungalow

- Existing area of bungalow plus outbuildings - 185m2.
- New area (with building being energy efficient and built to new standards) 195m2
- Compliant with policy H/14: "Replacement Dwellings in the Countryside"
- Comment from near neighbours had mentioned care being taken during demolition due to possible asbestos. Careful planning of the siting of the septic tank was also noted.

- Building is away from other residents, won't reduce the amount light to neighbours, replacing with a new energy efficient building.

**Proposal:** To propose a neutral stance

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

**Amendment to proposal:** Neutral stance, but to emphasise asbestos & septic tank concerns.

**Proposed:** Cllr Hobro **Seconded:** Cllr Lennon **amended motion passed**

**b) 24/03032/HFUL - Rose Cottage High Street, Fowlmere**

Demolition of existing conservatory and removal of chimney. First floor rear extension with 3no. dormers.

- Narrow frontage with no change to front elevation. Deep garden behind houses on Saville way.
- Remove conservatory, adding a 2nd story onto original single story.
- New building shorter but with space upstairs, including 3 dormers.
- Situated in conservation area, all building is behind neighbours line, light might impact early in the morning
- Plans seemed to be an improvement to the property.

**Proposal:** To propose a neutral stance

**Proposed by:** Cllr Hobro **Seconded by:** Cllr Lennon **motion passed**

**c) 24/03235/FUL- Land Adjacent To Dove House Rectory Lane, Fowlmere**

Erection of a self-build dwelling and associated development including alterations to existing boundary wall to form a new access

- Re-submission after previous application was withdrawn.
- Access to Dovehouse has moved compared to previous application. Separate access to new site area from Rectory Lane.
- Attention paid to ecological aspects including increased sustainability and biodiversity of the site.
- New Property is built in the style of, pulling in different design elements from the other properties in the area.
- All houses are different, but this is in keeping with the area.

**Proposal:** To propose a neutral stance

**Proposed by:** Cllr Lennon **Seconded by:** Cllr Baker-Oxley **motion passed**

**d) 24/03285/OUT- Land South West Of Lanacre 86 Chrishall Road, Fowlmere**

Outline application for the erection of 5 No. self-build/custom build dwellings with some matters reserved except for access from Chrishall Road and layout

- The village has not been extended past Lanacre.
- Retained the pathway behind Lanacre.
- Outside the village envelope, not strictly within policy (previous application of 15 self builds went to appeal)
- Main argument for are a district level shortage of self builds
- Main argument against is that spacial strategy does not permit building out side the village envelope in a group village.
- Looking to get a balance, but looking meet a supply of self build.
- Addressing the balance of the village; it's not adding a mix it's adding different types of houses within the same area.
- In Fowlmere ample supply of this size housing, as a village there is a need supply for smaller houses.
- Housing balance in Fowlmere, and South Cambs is top heavy with large houses, with a need for smaller properties
- This application is less intrusive than previous ones.
- Density is low compared to previous applications
- 7 people on the self build register are noted to be from the village.
- Sustainability not adding benefit, adding more cars, will the bus be used?
- Families to possibly help sustain the school, may help increase chances of getting shops back and increasing bus service.

**Proposal:** To propose a neutral stance

**Proposed by:** Cllr Lennon **Seconded by:** Cllr Baker Oxley **motion passed**

**For Information only applications:**

**e) 24/0952/TTPO - Street Record Fowlmere Footpath 3, Fowlmere**

Hybrid Whitebeam (95) Considerable dieback. Large area of dead and dying bark on south side base.

Weeping lesions on trunk (possibly Phytophthora root root) - Fell

Hybrid Whitebeam (100) Considerable dieback. Large area of dead and dying bark on east side base.

Weeping lesions on trunk (possibly Phytophthora root root) - Fell.

**f) 24/0953/TTCA - The Green High Street, Fowlmere**

1 no. tree should be felled due to its condition (Field Maple 144 on sketch plan). This seems to be suffering from excessive shading from larger surrounding trees, which is a natural process of succession. This tree is situated close to a bench and a path, plus near an area of grass that children play on. Therefore needs to be felled as a safety issue.

**g) 24/0954/TTPO - Parking Area Dove House Close, Fowlmere**

3 Elm trees on the NNE side of the path, and 2 Elm trees on the SSW side of the Path. As these are adjacent to a highway, and a footpath and near houses, these trees need to be felled for safety reasons. As this is a great habitat some may be felled to monolith 1m height. There are several Elm Trees in this area alongside the Highway (Ryecroft Lane) which have succumbed to Dutch Elm disease, and are dead or dying. There is Dutch Elm disease in this area, so if new trees are to be planted they need to be disease resistant

**h) 24/0955/TTPO - Street Record Westfield Road, Fowlmere**

Lime Tree (60) Lime Tree (62) Lime Tree (63) Lime Tree (64) Lime Tree (65) Lime Tree (70) Lime Tree (71)  
Deadwood removal in crown.

There are trees specified for work to be completed, but it is not necessarily just those trees, others in the group may need work to be completed by the time permission comes through.

These trees accumulate dead wood as part of their normal lifecycle, usually associated with bark stripping by grey squirrels. Expect the Limes to require regular dead wood removal.

This group of trees are adjacent to a children's play area, for safety reasons this work needs to be carried out, and regular inspections carried out

**i) 24/0959/TTPO - 11 Savile Way Fowlmere Cambridgeshire**

x3 ash trees - which are approximately 8-10 metres tall and are approximately 6 metres from the wall of my house. I am proposing to reduce the height of the trees to below the gutter level of my house which is approximately 5 meters.

Reasons: Having renewed my house insurance recently, some policies had penalties/higher premiums due to the height of the trees within close proximity to the house. I have lived in the house since 1989 and over time the trees have grown significantly. The height of the trees in such close proximity restrict the light to my house which means on the ground floor kitchen I often have to still use a light even in summer. Reducing the height of the trees will permit more light into my house. The garden itself has over time become more and more overshadowed by the trees. They impose shade for all but a few hours of the day. Also pollarding the trees will continue to keep them in good health

**j) 24/0951/TTCA - Newton House Long Lane Fowlmere.**

T1 - Laurel - Fell and remove stump to make access easier for the driveway when entering and exiting.

T2 - Yew - Crown reduce by 1m in height and 1.5M in lateral spread to balance canopy and clear overhead utility lines.

T3 - Weeping Willow - Crown reduce height and the spread by 1.5M to allow more light to rear garden.

T4 - Pear - Crown reduce height by 1.5M to allow more light to the house and patio area whilst retaining natural shape.

**k) 24/0965/TTPO - Cemetery Shepreth Road Fowlmere**

Proposal: Common Beech (21&22) Removal of any deadwood and distal dieback to maintain the growth and health of the tree, and the risk to visitors.

Corsican Pine (23) Common Beech (25) Norway Maple (29) Common Beech (31) Common Beech (32) Norway Maple (33) Norway Maple (36) Norway Maple (39) Common Beech (43) Common Beech (44) Common Beech (45) Common Beech (46). Removal of deadwood in crown, and any distal dieback.

Trees on sketch 41- 49 (common Beech) - need canopy cutting back between 2m - 4m depending on how close the branches are to the powerlines by the time the permission has been given and works have been agreed. A range has been given as the Tree branches continue to grow over time. Reason: to avoid any problems in future with the power lines which is along a minor highway

Meeting closed at 20:34

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 17th SEPTEMBER 2024 at 7:30 PM**

**PRESENT:** Cllr Bryan, Cllr Collinson, Cllr Hobro, Cllr Mulholland (Chair), Cllr Sargeant, Cllr Roberts.

**IN ATTENDANCE:** The Clerk and approximately 5 members of the public

**BUSINESS TO BE TRANSACTED**

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

**24/073 Apologies for absence** (LGA 1972 s 85(1))

Cllr Baker-Oxley, Cllr Brock & Cllr Lennon (personal commitments)

**24/074 Declarations of interest & requests for dispensations in agenda items** (Localism Act 2011 s 31 s33)

Cllr Mulholland declared an interest in 24/090(g).

**24/075 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 July 2024.

**Proposed by:** Cllr Mulholland                      **Seconded by:** Cllr Collinson                      **motion passed**

**24/076 For council to formally receive minutes of Committee Meetings as agreed by said committees**

- a) Finance Committee (16th April 2024) ([click here](#))
- b) Planning Committee (9th July 2024) ([click here](#))
- c) Planning Committee (6th August 2024) ([click here](#))

**Proposal:** To receive the above minutes

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

**24/077 Public Participation Session** (including reports received in advance)

**a) County Council update: (September report)**

Cllr McDonald. Full Report on website. Updated points & Highlighted points below:

- Consultation started about bus franchising which would lead to greater control of the bus timetables and provision. Additionally the new government is bringing forward a new bus bill to parliament.
- New campaign to encourage volunteering as School Governors.
- Cambridge 2050 (previous Govt plan). New housing minister has engaged with local councils to discuss the number of houses needed to be built. Seems to be a better dialogue at the moment.

**b) District Council update: (September report)**

Full Report on website. Highlighted points below:

- Zero Carbon grants have been allocated this year. Worth looking at the grants awarded to have an idea of what to go for eg: Solar Panels on roofs of community buildings. .
- Changes in the buses
  - A2B now run the 26 commercially (previously a subsidised service), good news it shows the service is self sustaining. There is an improved dialogue between A2B with members of the Transport Group, listening and correcting problems ie buses leaving early. Online tracking is currently not working but is planned to return with new ticketing system.
  - 7a (Hinxtion-Duxford-Sawston) is now starting it's 9:30 departure from Fowlmere with a lunchtime return to Fowlmere. The service is sparse at the moment, but it could be a stepping stone to more use.
  - 31 has been retendered (given to A2B) a new timetable hopefully will interleave alternately with the 26 timetable. Therefore getting closer to reestablishing an hourly service.
  - Suggestion to flier to the village with combined timetable leaflet once 31 timetable confirmed. (agreed)

**c) Open Forum (not to exceed 15 mins) started @ 19:52**

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 regarding the process the PC used to determine how many villagers wanted allotments? The Chair explained that when the PC started looking at this earlier in the year 9 residents had expressed an interest in allotments (the legal requirement for a PC to look into providing allotments is 6 [1908 Allotments Act]). Since the PC's intent being explained in the Fowlmere&Thriplow News this number has increased to approx 20.

- A resident asked if main council meetings could return to being monthly.

The Chair explained that the decision to change to 2 monthly was taken last November with a review to take place after 1 year which is still planned.

#### 24/078 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](#)*  
None Reported.

b) Speedwatch and MVAS [update] Cllr Lennon has sent a report to all Cllrs.

- Speed watch has been taking place every week, with some cars travelling through the village in excess of 50mph.
- The MVAS has been on Long Lane. Is next being moved to the High street.
- Buying a second MVAS was suggested. LHI Working group to get quotes for this.

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

Discussion on Chrishall Grange speed reduction, meeting to be set up with Highways regarding proposed 40mph zone and LHI application costs.

Sustainable Travel Group has discussed highlighting and improving the pavements. Walk around suggested with Highways Officer. Gaist reports should be able to compare and note deterioration.

#### 24/079 Reports from meetings attended and/or training attended

- Cllr Hobro sustainability transport group - discussion around the buses.
- Clerk attended MAG meeting with Anglian Water.
- Clerk had works planning meeting with Shelford Tree Survey.
- Clerk had a works planning meeting with Handyman
- Clerk had meeting with SCDC Maintenance about Ditches
- Clerk attended South Cambs Police Meeting
- Clerk attended CAPALC introduction to CILCA
- Clerk attended CAPALC's Clerks Drop in meeting, including chat from Great Collaboration.
- Cllrs Hobro, Collinson and Mulholland had visited the Biogas plant in Lincolnshire:-
  - No smell, sealed units, inspired confidence. Biogas is 3 x market price of natural gas - selling to large companies to off set their carbon emissions. Market steady.
  - Crops sourced locally, approx 8 miles radius.
  - Crops fit in with the existing crop rotation, improves soil quality, should increase the yield of the food crops. The waste product can be used on fields as fertiliser instead of slurry.
  - buying crops reliably from farmers should help to stabilise local agriculture.
  - Staffing level, approx 7 jobs, 2-3 staff on site at a time, can employ/train local people.
  - Informal meeting with local farmer, very positive including use of by-products
  - Transport: just in time delivery model for grass and maize 10/12 load a day 7-7 day (approx 1 truck per hour.) Delivery trucks also used to remove waste to limit truck movements.
  - Run off lane planned for A505 and long drive to prevent queuing truck on the A505.
  - Very aware of the need for trucks not travel through Fowlmere village.
  - Plan for Community Grant scheme approx £20,000 per year.
  - Should asks about stats about quantifying any hazards & any leaks in the time the Lincolnshire plant has been running.

#### 24/080 Governance: AGAR [update] [\(click here\)](#)

##### To note: External auditor's opinion

*"On the basis of our review, in our opinion the information in the AGAR is in accordance with Proper Practices and no matters have come to our attention. There are no other matters not affecting our opinion to draw to the attention of the authority"*

**Thanks were given to the Clerk for her hard work.**

#### 24/081 CILCA [\(click here\)](#)

- a) Given that the minimum period for being in post has now passed, the council recognise that the opportunity for the Clerk to become CILCA qualified, as recommended by NALC, will be of benefit to both the Clerk and the Council.

**Proposal:** To commit to budget for CILCA qualification for the Clerk to allow for both their personal development and for the council to have the opportunity to claim GPoC, going above and beyond their legal obligations, and continuously seeking opportunities to improve and develop even further

**Proposed by:** Cllr Collinson      **Seconded by:** Cllr Sargeant      **motion passed**

#### **24/082 Allotments** [update] (*report circulated with agenda*)

- a) To appoint solicitors to work with the Parish Council based on Cllr Brock's report and estimates obtained.
- Council need to put together a draft lease & need legal advice to do this.
  - Question was raised about grant funding, and where funds to come from; the Finance Committee could decide this, initially money could come from reserves, grants are more readily available once the land was setup as allotments.

**Proposal:** To agree to recommendation 2 from Cllr Brock's report.

**Proposed by:** Cllr Collinson                      **Seconded by:** Cllr Hobro                      **motion passed**

#### **24/083 URC Chapel** [update] (*report circulated with agenda*)

- a) To appoint solicitors to work with the Parish Council based on Cllr Brock's report and estimates obtained.
- Red Book Valuation underway.
  - Now seeking legal advice on governance structures to be adopted.
  - Questions were raised about the amount of information that is needed for next decisions to be made.
  - Some uncomfotability about the speed of the process. Still need to be prepared to not proceed if reports or legal advice tells us this.
  - To move the project forward and to have advice for the legal structure, council could authorise initial meeting rather than commit a large amount.

**Proposal:** To agree to recommendation 3 from Cllr Brock's report.

**Amendment:** To agree for the working group to have an initial budget of £500

**Proposed by:** Cllr Hobro                      **Seconded by:** Cllr Roberts                      **amended motion passed**

#### **24/084 Sewerage Tanker Pumping including information from Anglian Water** [update]

- Main issue is getting proper communication from Anglian Water for residents to give everyone confidence that things will be in place.
- Concerns that we could get a repeat of last winters problems if the water table remains high.
- If there is a repeat then AW needs to have emergency plans in place to give access to toilets, showers, laundry facilities etc.

#### **24/085 Remembrance Sunday Arrangements**

- a) 4 volunteer traffic marshalls required - agreed to ask same volunteers as last year.

- b) Wreath to be purchased from RBL as previous years (*LGA 1972 s137*)

**Proposal:** To agree to purchase of the wreath as previous years with a donation of £60.00

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

#### **24/086 Trees, Grass and Hedges**

- a) Tree Report has come back ([click here](#)) and quotes as in for work identified (*circulated with agenda*)

It was noted that more Rowens along the Saville Way Green path (moat side) have a fungal infection and will need to be felled. The PC should be aware of the potential of the infection spreading and most of the trees to succumb to this over the next few years.

**Proposal:** to agree to above quotes for tree work

**Proposed by:** Cllr Collinson                      **Seconded by:** Cllr Bryan                      **motion passed**

- b) Round Moat Tree work and quotes [update]

**Proposal:** To agree quote for Tree Work (*circulated with agenda*)

**Proposed by:** Cllr Collinson                      **Seconded by:** Cllr Bryan                      **motion passed**

It was noted that this work agreed in a) and b) will be spread over the next 6 months. The Round Moat was the priority before storm season.

- c) Fencing on the Butts

**Proposal:** To agree quote to replace 9 sections of fencing (*circulated with agenda*)

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

#### **24/087 Cemetery Management**

- a) Recent and upcoming interments, memorials and transfers

There were none

#### **24/088 Other Items to note:**

- a) **Defib:** Field notice received from manufacturer requiring quarterly full inspection and activation of device in addition to monthly visual checks

- b) **Ryecroft Lane - Dovehouse Close footpath:** In light of the police chase incident SCDC will be installing additional bollards on the Dovehouse Close end of the footpath. A tree damaged on the Parish Council side has been removed under emergency powers.

- c) **Change of date for November Full Council meeting:** Now be on Thursday 14th November 24

- d) **Instant Access Savings Accounts** with Hampshire Trust Bank has now been opened. Additional note Redwood Bank have confirmed that new account is now open.
- e) **Banking Fees** with Unity Bank to be charged monthly rather than quarterly.

#### 24/089 Progress of ongoing projects

- a) The Swan ACV application [update]

ACV application on hold while the building has other issues.

Environmental Health officer to visit site to see what might be causing the rat infestation.

Rats in gardens are the residents responsibility to deal with. Advice is to not have birdseed out as this will attract rats and stops rat poison working (vitamin K in seed is antidote to poison)

Between EH and listed buildings it is hoped the owner can be served an enforcement notice but powers are limited especially if the owners are not responding.

- b) Mobile Food Hub [update]

Upgraded vehicle - need to look at data to see if it is going to be pursued.

- c) Streetsigns project [update]

London Road sign has been restored. Rectory Lane sign planned next.

- d) Village Sign [update]

The sign has been taken to the workshop. Should be back soon.

- e) Community Led Plan [update]

Data from the community led plan results will be feeding into the business plan for the URC

Get info out at the same time and publish a summary of the results.

- f) New project ideas - Bicycle & Wheelchair maintenance station

These have been popping up recently and seem popular. Idea to have one in a central location in the village? potentially look for grants to help fund?

It was noted that the laminate on the Skateboard Ramp was starting to look tatty and may need refurbishment soon. Suggestion to go back to company who made and installed to get information and feedback.

#### 24/090 Finance

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

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

- DD Doro Care UK **£516.60** (August & Sept) (personal alarms) (LGA 1972 s137)
- DD British Gas Lite Cemetery **£29.30** (August & Sept) (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£35.96** (August & Sept) (Cemetery Bin Collection) (LGA 1972 s.214(2))
- DD Lebara Mobile **£7.90** (July & August) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£7.90** (July & August) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card admin charge **£6.00** (July & August) (LGA 1972 s.111)
- DD Microsoft **£17.52** (August & Sept) (Microsoft 365 subscription) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (July & August) (LGA 1972 s.112)
- Fowlmere Village Hall **£96.00** (July & August) (meeting room hire) (LGA 1972 s.134(4))
- Hardy Landscapes **£1960.00** (July & August grass cutting) (Open Spaces Act 1906 ss9-10)
- Storage Rent and expenses **£200** (August & September) (LGA 1972 s.111)
- Office Sundries **£139.15** (LGA 1972 s.111)
- Amazon Items to Fix the MVAS (Fuses, Junction Box, Charger) **£30.60** (Highways Act 1980,s.274A)
- Fowlmere PCC **£15.00** (meeting room hire) (LGA 1972 s.134(4))
- Peasgood & Skeates (Refund of Duplicate Payment) **£575** (LGA 1972 s.214(2))
- Argenta Tree Services **£1563.60** (Open Spaces Act 1906 ss9-10)
- Shelford Tree Services **£225** emergency removal of tree after incident(Open Spaces Act 1906 ss9-10)
- Melbourn Community Library **£75** (Cheque) (LGA 1972 s. 137)
- Gates Near Me (London Road Sign) **£96** (Open Spaces Act 1906 ss9-10)
- PKF Littlejohn (External Auditor) **£420.00** (LGA 1972 s.111)
- Amazon (Grass marking paint) **£26.08** (Parish Councils Act 1957, s3)
- Pipe Dream Fittings (Butts goals maintenance) **£22.05** (Open Spaces Act 1906 ss9-10)
- The Local Sign Company (Signs for Playground) **£158.90** (Open Spaces Act 1906 ss9-10)

**Proposal: To Note Bills Paid.**

**all agreed**

- c) **Bills to be paid** (as per financial regulation 5.5) - check new regs!!

- None

**d) Income**

- Neville Funeral Services **£320** (LGA 1972 s.214(2))
- Peasgood & Skeates **£575** (LGA 1972 s.214(2))
- Peasgood & Skeates (duplicate payment) **£575** (LGA 1972 s.214(2))
- Ivett & Reed **£16** (LGA 1972 s.214(2))

**e) Transfers**

**From:** Unity Savings **To:** Unity Current Account **£85,000**

**From:** Unity Current Account **To:** Hampshire Trust Bank Account **£10,000**

**From:** Unity Current Account **To:** Hampshire Trust Bank Account **£75,000**

**f) Optional Motion to exclude public and press**

*If Councillors wish to discuss the next item (g) rather than move directly to a vote then the motion will apply.*

**Proposal:** Under 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 the Council shall move to a closed session.

This proposal was agreed not to be needed.

Cllr Hobro took the Chair @ 21:26

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

**Proposal:** To approve overtime & expenses payment.

**Proposed by:** Cllr Collinson      **Seconded by:** Cllr Sargeant      **motion passed**

Cllr Mulholland re-took the Chair @ 21:27

Meeting closed at 21:27

*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.*



**MINUTES OF THE MEETING OF OF  
FOWLMEERE PARISH COUNCIL FINANCE COMMITTEE**  
which was held in the Dorothy Pluck Room, St Mary's Church, Fowlmere  
on **TUESDAY 22nd October 2024 at 19:30**

**PRESENT:** Cllr Baker-Oxley, Cllr Hobro, Cllr Mulholland, Cllr Sargeant (Chair)  
**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.*

**24/F30 Apologies for absence** (LGA 1972 s 85(1))

Cllr Lennon (Personal Commitments); Cllr Roberts (Absent)

**24/F31 Declarations of interest & requests for dispensations in agenda items** (Localism Act 2011 s 31 s33)

Cllr Mulholland declared an interest in HR matters should they be discussed.

**24/F32 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 31st July 2024.

**Proposed:** Cllr Sargeant

**Seconded:** Cllr Baker-Oxley      **motion passed.**

**24/F33 Public Participation Session**

There were none

**24/F34 Review of expenditure 24/25 to date (17th October)** [circulated with agenda]

Expenditure was reviewed, mention was made regarding the Street lighting and Public Areas.

**24/F35 Review of reserves to date (17th October)** [circulated with agenda]

Reserves were reviewed, discussion was had regarding:

- Pebble fund, amount and the time needed to spend the Grant, and whether it can be used to help with funding items for tidy up days to help increase biodiversity? Clerk to speak to Cllr Collinson.
- Interest raised from the reserves; whether this and other un-estimate-able income should be used to offset the precept the following year, or if interest should be added to the earmarked reserve or be placed in general reserve as it is now.
- Looking at a proposed increase in precept, potentially using a 2-3year staging offset of general reserves to reduce the impact.
- Last 3 years precept increases have all been below rate of inflation, (a real term cut for the council); next year will need to be a real term increase, figures are higher but inflation is now lower.
- Amount of general reserves.

**24/F36 Review and discussion of 25/26 draft budget** [circulated with agenda]

The draft budget was reviewed.

- Each cost code, budget and estimated spend was reviewed and discussed.
- Additional ear marked reserve categories were discussed especially where there is a multi-year need for funds eg election contribution, or a specific amount needed for replacement of equipment or regular (but not annual) works.

**24/F37 s.137 Grants and Donations**

**a) Review:** Grant application for the MAGPAS

- Looked at if other Parish Councils donate to MAGPAS.
- Agreement that it is a good cause that can benefit anyone from birth to old age.
- Useful way to help keep s.137 commensurate.

**Proposal:** To donate an agreed amount to MAGPAS from s.137 budget

**Amended Proposal:** To donate £200.00 to MAGPAS from s.137 budget

**Proposed:** Cllr Sargeant      **Seconded:** Cllr Baker Oxley      **motion passed.**

**24/F38 To note:** The opening of two bank accounts 1) Hampshire Trust Bank, 2) Redwood Bank to both have £85,000.00 transferred into them with the interest from both accounts transferred back to Unity Trust Current Account.

**24/F39 To agree the virements below:**

- a)** Virement of £ 1500.00 from General Reserves to Public Area 23/24 budget

**Proposal:** to agree the above virement.

**Amended proposal:** to virement £1000 from General Reserve to Public Area 23/24 budget

**Proposed:** Cllr Sargeant      **Seconded:** Cllr Hobro      **motion passed.**

**24/F40 To agree the expenses below:** [all circulated with agenda]

a) Chair travel expenses

b) Clerk travel expenses & overtime

**Proposal:** to agree the above expenses.

**Proposed:** Cllr Sargeant

**Seconded:** Cllr Hobro

**motion passed.**

Meeting closed 20:49

*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 PLANNING COMMITTEE**  
which was held in the Pavilion Room, Fowlmere Recreation Ground & Village Hall on  
**THURSDAY 7th November 2024 at 19:30**

**PRESENT:** Cllr Brock (in the Chair), Cllr Bryan, Cllr Sargeant, Cllr Roberts,  
**IN ATTENDANCE:** The Clerk.

**BUSINESS TO BE TRANSACTED**

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

**24/P66 Apologies for absence (LGA 1972 s 85(1))**

Cllr Baker-Oxley, Cllr Collinson, & Cllr Lennon (personal commitments) Cllr Hobro & Cllr Mulholland (work commitments)

**24/P67 Declarations of interest & requests for dispensations in agenda items (Localism Act 2011 s 31 s33)**

There were none.

**24/P68 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)**

**a) Proposal:** That Fowlmere Parish Council Planning Committee agree the minutes of the Planning Committee meeting held on 10th September 2024

**Proposed by:** Cllr Sargeant      **Seconded by:** Cllr Brock      **motion passed**

**24/P69 Chairman's Item (Information Only)**

There were none.

**24/P70 Public Participation Session (up to 15 minutes)**

**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.

**24/P71 Planning Applications [application numbers are clickable links]**

To review current and live planning applications within the Parish of Fowlmere, as found on the Greater Cambridge Planning Portal [website](#) 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, due to the 21 day cycle operated by SCDC, applications received following the issue of the agenda may be considered and can be viewed on the Greater Cambridge Planning Portal ([click here](#))**

**a) 24/03839/HFUL - Brooklyn, Long Lane, Fowlmere**

Cllr Roberts declared an interest applicant being a near neighbour and did not take part in the discussion. Single storey side extension.

Extension would not be overbearing on neighbours, will fill the plot.

No comments from near neighbours

**Proposal:** To propose a neutral stance

**Proposed by:** Cllr Bryan      **Seconded by:** Cllr Sargeant      **motion passed**

**24/P72 Potential s.106 contributions for 24/03285/OUT Chrishall Road, Fowlmere.**

**To note comment from s.106 officer:** "To provide maximum flexibility I am not looking (at this stage) to define how the contributions should be used but they are only capable of being requested because the Parish Council has previously provided a lot of helpful information to establish a need."

**To note:** The compliment above while recognising the importance of keeping s.106 information up to date with SCDC.

Discussion was had regarding the importance of making sure that s.106 list is kept up to date with the officer at SCDC. Therefore when relevant planning applications are submitted, s.106 agreements can be put in place without delay.

Question was asked about the financial contribution could be used towards legal fees: in the agreement it mentions "towards the provision of new or improvement of existing" therefore would have thought any legal fees in a new provision would be covered.

Clerk to write to the s.106 officer to ask if the contributions would cover this and if they could be increased in anyway.

**Proposed by:** Cllr Brock.      **Seconded by:** Cllr Sargeant      **motion passed.**

Meeting closed at 19:35

*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  
**THURSDAY 14th NOVEMBER 2024 at 7:30 PM**

**PRESENT:** Cllr Brock, Cllr Bryan, Cllr Collinson, Cllr Mulholland (Chair), Cllr Sargeant, Cllr Roberts.

**IN ATTENDANCE:** The Clerk and approximately 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.*

**24/091 Apologies for absence** (LGA 1972 s 85(1))

Cllr Baker-Oxley, Cllr Hobro & Cllr Lennon (personal commitments).

**24/092 Declarations of interest & requests for dispensations in agenda items** (Localism Act 2011 s 31 s33)

Cllr Mulholland declared an interest in agenda item 24/108, will hand the chair to Cllr Sargeant (Vice-Chair HR Committee).

**24/093 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 September 2024.

**Proposed by:** Cllr Mulholland

**Seconded by:** Cllr Collinson

**motion passed**

**24/094 For council to formally receive minutes of Committee Meetings as agreed by said committees**

a) Finance Committee (31st July 2024) ([click here](#))

b) Planning Committee (10th September 2024) ([click here](#))

**Proposal:** To receive the above minutes

**Proposed by:** Cllr Brock

**Seconded by:** Cllr Bryan

**motion passed**

**24/095 Public Participation Session** (including reports received in advance)

a) **County Council update:** ([October report](#)) ([November report](#))

Cllr McDonald sent his apologies. Full reports on the website.

**To note:** The holiday vouchers scheme are still available.

b) **District Council update:** ([October report](#)) ([November report](#))

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

- To think about a mobile warden scheme, predominantly for the elderly, Melbourn have one, support available, partially funded from District. More information needed unsure if it was to run in tandem with the personal alarms or not - information to be brought to a future meeting.
- High Street improvement Grants available for things such as: benches, street art, hanging baskets & family fun trails.
- Scrutiny committee at SCDC had Anglian water in to discuss the issues across the County. They were asked to investigate and report back to the committee.

c) **Open Forum (not to exceed 15 mins)** started @ 19:36

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 mentioned being unhappy about the minuting of a comment they made at the last meeting, GDPR, redacting documents, and the timing of the public participation section in a meeting.

It was noted that the Council had just approved those minutes unanimously with no proposed changes. Minutes are a general overview of points made (not verbatim) and that some documents may be commercially sensitive.

Those present were reminded from a Cllr and from the Chair that everyone needs to be mindful of how they speak to each other at Council meetings, and this included members of the public.

**24/096 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](#)*

- The fallen Mill Road/Shepreth Road junction road sign has been reported.
- Report from member of public, re: potholes and passing places along Mill Road on the highways reporting tool.
- Mention made of the Mill Road passing places signs that have been knocked to floor and need to be reported, question about getting any more legitimate passing places and a question regarding a possible LHI or PFLHI application (possibly jointly with Melbourn PC.)

**Action:** Take suggestions to LHI group to look into an application and liaison with Melbourn PC

**b) Speedwatch and MVAS [update].**

- Speed watch sessions are continuing.
- The application for using a SCDC post for a new MVAS position has had no response. **Action:** Clerk to revisit.

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

Expression of interest in the Chrishall Grange LHI bid has been submitted. Cllr Hobro is in contact with residents and has met with a Highways Officer.

Information from Officer at CCC, scheme will probably require a contribution of between £1000 & £2,500.

To develop a plan support in principle is needed.

All agreed to support the plan in principle.

**24/097 Reports from meetings attended and/or training attended**

- Clerk attending CiLCA training sessions - they are going well.
- Clerk attended MAG meeting with Anglian Water, individual meeting to be arranged.
- Clerk, Cllr Brock, Hobro & Mulholland attended meeting with Solicitors - information gathering for a quote.
- Clerk & Cllr Hobro attended update meeting with Eastern Synod.
- Cllr Hobro had meeting with Highways Officer and Chrishall Grange Resident
- Cllr Brock & Cllr Roberts attended meeting at SCDC entitled "Unlocking your Parish".

**24/098 Meetings Schedule 2025**

**a) To review of bi-monthly full council meeting arrangements in 2024**

Discussion points included:

- One view was that to make decisions we needed more than six meetings per year.
- Alternative view was that by meeting every two months it gives Cllrs time to carry out the work needed in between meetings in order to make well informed decisions at meetings.
- A question was raised about how quickly draft minutes are made available to the public.
- The Clerk stated that draft minutes are placed on the PC website within 30 days of the meeting having taken place (this is as per legislation), and sometimes much sooner.
- It was agreed to continue with the new system and to review the meetings schedule annually but to move the review to May (next review in May 2026).

**b) To note: proposed meeting schedule for 2025 ([click here](#))**

**24/099 URC Chapel [update] (report circulated with agenda)**

**a) To appoint solicitors to work with the Parish Council based on Cllr Brock's report and estimates obtained**

At last meeting Council discussed quotes for legal advice re: governance structures for the project. Went out to tender, 1 firm had declined, 2 firms willing to do the work but one wanted a fact finding meeting first.

That meeting has now taken place meaning we have 2 quotes. Firm C £6700.00. Firm B £3500.00

Discussion points included:

- If now was the right time to be spending money.
- The ambition of the project, and the costs of work required for the building.
- Opposing views on how useful the building is / could be.
- As the URC is now registered as an Asset of Community Value, is there a need to consult the village?
- As part of putting a business plan together, advice is needed to pull the project together, regarding committees and fundraising etc.
- Possible governance structures included 1) PC to purchase and run the building, or 2) set up a Charitable trust which has benefits. Other structures are available and information needs to be gathered regarding them and what structure would be of benefit for this project and therefore need advice.
- The process of appointing solicitors had started in the summer with report put forward in the Sept meeting. There has been 3 months since starting conversations, appointments need to be made as legal advice is needed to go and move the project forward.
- No wish to waste money, but some expenditure is required to explore the project fully and make informed decisions.
- The advice is needed to present a more complete business plan, several drafts have been already worked on and are continuing to be worked on.

**Proposal:** To agree to recommendations from Cllr Brock's report.

**Proposed by:** Cllr Brock      **Seconded by:** Cllr Collinson      **motion passed.**

**Cllr Roberts requested her vote against be recorded in the minutes.**

#### **24/100 The Swan [update]**

**To note:** Enforcement action by Environmental Health

- Officer at SCDC has written to the owner serving the notice for works required within a timeframe for the outside area. Officer is positive that they can get something done.
- Concern was raised about the safety of the building and whether enforcement needs to be stepped up.
- Clerk and Cllr Hobro to follow-up with enforcement and conservation officer.

#### **24/101 Anglian Water Liaison [update]**

Still awaiting the report from the investigation work carried out.

Further MAG meeting in November.

#### **24/102 Trees, Grass and Hedges**

##### **a) Round Moat**

**To note:** Historic England approval with conditions

- A question was asked whether these conditions were for work that has been done or work to be done. Clerk confirmed that the conditions are for work that is yet to happen / work to be done.

##### **b) Laurel Bush (Jacksons Way) [quote circulated with agenda]**

- An email from resident had requested works on a large laurel bush at the back of their property as concerned about any damage that may occur to their wall. The laurel is on PC land and is also beginning to obstruct the pavement.

**Proposal:** To agree quote

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

##### **c) Cleaning Village Benches**

- An email from resident noted the bench in the churchyard has become so dirty it is unusable. Quote for cleaning 11 benches around the village.
- Further quote to be organised for restoration works to the iron WI bench.

**Proposal:** To agree to quote

**Proposed by:** Cllr Brock      **Seconded by:** Cllr Collinson      **motion passed**

##### **d) Removal of old rubber matting (RoSPA report) [quote circulated with agenda]**

RoSPA report suggestion of removal.

**Proposal:** To agree quote

- A question was raised if a discussion about works had been had with the VHMC.
- The Clerk stated she was getting the quote agreed before approaching the VH to organise the works to be completed to prevent delay.
- Cllr Roberts felt that the Village Hall should have contacted prior to this. The Chairman asked Cllr Roberts as the PC representative on the VHMC, to raise this and report back. The motion was withdrawn.

##### **e) Blue Mixed Re-Cycling bin on Saville Way**

- It was noted that the blue recycling bin on Saville way is full & overflowing this has been flagged with SCDC. It is also being used for general waste including dog waste.
- The Clerk has asked SCDC how much it will cost to change to be general waste and is awaiting a reply.
- It was agreed that as long as within financial regulations the Clerk organise this.

**Proposal:** To agree to pay for the bin to be changed to a "General Waste including Dog Poo" bin

**Proposed by:** Cllr Sargeant      **Seconded by:** Cllr Bryan      **motion passed**

#### **24/103 Cemetery Management**

##### **a) Recent and upcoming interments, memorials and transfers**

None, but there have been several enquiries regarding ashes into existing graves.

##### **b) To note:** repair of water-butt stand

##### **c) To note:** dead Muntjac by cemetery gate has been removed

#### **24/104 Other Items to note:**

**a) New NALC website:** Reminder to Councillors to sign up individually.

**b) Weed-killing:** Roadside weed-killing due w/c 4th November - carried out w/c 11th November, SCDC Road sweeping to take place w/c 4th December.

**c) Bus Shelters:** Information signs with timetables have been installed by Cllr Hobro & Mulholland

**d) Mention was made about**

**e) Village Sign:** Works completed and re-instated - To thank Mel Vinton for the works completed.

**f) Instant Access Savings Account** with Hampshire Trust Bank has now been opened.

## 24/105 Progress of ongoing projects

### a) Allotments project [update]

- Appointed firm B for the conveying for the allotments.
- There is a need to secure the land at the front from the County Council. The Chair has emailed as is awaiting a reply.
- Before the Council look into the planning application process, there has been some advice given that the Council may need to look into the Biodiversity net gain. Further information needs to be sought.
- Cllr Roberts asked about the large trees onsite, expected expenditure to clear the site.
- Cllr Sargeant mentioned an idea of a cheaper way to clear the land, using the Pigs from the Chequers.
- Suggested advice from landscaping and tree contractors.
- Further quotes and advice needed.

### b) Mobile Food Hub [update]

There had been no significant increase in the access to the Hope CIC Food Hub (run since March/April 24). Perhaps shows deprivation in this area is low.

Discussion points included:

- Whether the Food Hub is sustainable given the cost of £200 per visit.
- Costs this year have come from reserves, but if extended would need to be built into the budget.
- Trial gave residents in the village the opportunity to access low cost and free items.
- A suggestion was made about the Clerk having a hardship pot of money for residents to access via the Clerk
- The Poors' allotments was mentioned and whether that was a similar idea, important therefore not to duplicate it, the Church Warden and Vicar's involvement was noted.
- The need to improve awareness of what help is available and & having a link to the school.
- The current project is underused and should not be continued.

**Proposal:** to extend project for 6/12 months

The motion did not receive a nomination as did not move to a vote.

The food hub trial was therefore not renewed.

It was agreed that the Clerk discuss what support the PC could offer in liaison with Church Warden/Vicar and school.

### c) Annual Christmas Tree in Memorial Well [volunteer Cllrs required]

Cllr Roberts offered to organise as in previous years.

### d) New project ideas

None at the moment

## 24/106 Finance

**a) To note:** the financial situation of the council up to 8th November ([click here](#))

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

- DD Doro Care UK **£439.74** (August & Sept) (personal alarms) (LGA 1972 s137)
- DD British Gas Lite Cemetery **£28.83** (Oct & Nov) (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£35.96** (Oct & Nov) (Cemetery Bin Collection) (LGA 1972 s.214(2))
- DD Lebara Mobile **£9.00** (Sept & Oct) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£7.90** (Sept & Oct) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card admin charge **£6.00** (Sept & Oct) (LGA 1972 s.111)
- DD Microsoft **£17.52** (Oct & Nov) (Microsoft 365 subscription) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (Sept & Oct) (LGA 1972 s.112)
- Fowlmere Village Hall **£48.00** (Sept & Oct (meeting room hire) (LGA 1972 s.134(4))
- Hardy Landscapes **£1960.00** (Sept & Oct grass cutting) (Open Spaces Act 1906 ss9-10)
- Storage Rent and expenses **£200** (Oct & Nov) (LGA 1972 s.111)
- Office Sundries **£341.43** (Sept & Oct)(LGA 1972 s.111)
- Amazon -New Water Butt stand Cemetery **£15.43** (Open Spaces Act 1906 ss9-10)
- CAPALC CiLCA Training Sessions **£400.00** (LGA 1972 s.111)
- Fowlmere PCC **£5.00** (meeting room hire) (LGA 1972 s.134(4))
- Agriplant - Cutting of SSSI verges **£800.00** (Open Spaces Act 1906 ss9-10)
- Shelford Tree Services **£485** emergency removal of tree Chrishall Rd (Open Spaces Act 1906 ss9-10)
- MAGPAS Grant Donation **£200** (LGA 1972 s. 137)
- Carter Jonas **£2500.00** (LGA 1972 s.111)
- Unity Bank **£18.00** Charges (LGA 1972 s.111)
- Hope CIC **£1200.00** Mobile Food Bank (Food Act 1984 s.50)

- Fairholm Associate **£961.90** Village Sign Restoration (*Open Spaces Act 1906 ss9-10*)
- Ground Works (Cemetery and The Butts)Hardy Landscapes **£450.00** (*Open Spaces Act 1906 ss9-10*)
- Red Shoes Accounting **£49.50** (LGA 1972 s.111)
- RBL Wreath **£25.00** (LGA 1972 s. 137)
- Amazon Lockable Frames (Bus Shelter Info) **£104.98** (LG(Miscellaneous Provision)Act, 1953, s.4)

**Proposal:** To Note Bills Paid

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

- Hardy Landscapes **£1480.00** (*Open Spaces Act 1906 ss9-10*)
- Fowlmere PCC **£5.00** (*meeting room hire*) (LGA 1972 s.134(4))
- SLCC CiLCA Portfolio & Qualification **£450.00** (LGA 1972 s.111)
- Ian Wilson (refurb of The Swan noticeboard) **£115.00** (LGA 1972 s.111)
- Ian Wilson (install play equipment signs at Village Hall) **£51.46** (*Open Spaces Act 1906 ss9-10*)

**Proposal:** To pay the above bills

**Proposed by:** Cllr Roberts      **Seconded by:** Cllr Bryan      **motion passed**

**d) Income**

- VAT Rebate - **£3200**
- Interest Redwood Bank - **£307.00**
- Interest Redwood Bank - **£5.10**

**e) To note:** Nationally agreed NJC pay award for 2024-25 (backdated to April 2024)

**24/107 Motion to exclude public and press**

*To resolve Under 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 the Council shall move to a closed session.*

**Proposed by:** Cllr Mulholland      **Seconded by:** Cllr Collinson      **motion passed**

Members of the Public present left the room @20.51

Cllr Mulholland declared an interest left the room @20:51, passing the Chair to Cllr Sargeant

**24/108 HR Committee Recommendations**

**a) To note:** The recommendation from the HR Committee to increase the monthly contracted hours of the Clerk and RFO

Discussion points included:

- Discussion regarding the HR Committees recommendations.
- Possible use of HR Consultancy was mentioned including that the HR committee was established for the relationship between the council and the employees, and it deals with a range of matters.

**Proposal:** To agree HR Committee recommendation, using General Reserves to adjust the 2024/2025 budget accordingly, and to instruct the Finance Committee to budget for this change moving forward.

**Proposed by:** Cllr Brock      **Seconded by:** Cllr Collinson      **motion passed**

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

**Proposal:** To approve overtime & expenses payment.

**Proposed by:** Cllr Sargeant      **Seconded by:** Cllr Bryan      **motion passed**

**24/109 Motion to re-admit public and press**

*To resolve that the confidential business has been concluded and that press and public be readmitted*

**Proposed by:** Cllr Sargeant      **Seconded by:** Cllr Collinson      **motion passed**

Cllr Mulholland re-took the Chair @ 21:05

Meeting closed at 21:06

*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.*



**MINUTES OF THE MEETING OF OF  
FOWLMERE PARISH COUNCIL FINANCE COMMITTEE**  
which was held in the Dorothy Pluck Room, St Mary's Church, Fowlmere  
on **TUESDAY 3rd December 2024 at 19:30**

**PRESENT:** Cllr Baker-Oxley, Cllr Hobro, Cllr Mulholland, Cllr Sargeant (Chair).  
Cllr Roberts arrived @ 19:45

**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.*

**24/F41 Apologies for absence** (LGA 1972 s 85(1))

Cllr Lennon (Personal Commitments)

**24/F42 Declarations of interest & requests for dispensations in agenda items** (Localism Act 2011 s 31 s33)

There were none

**24/F43 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 October 2024.

**Proposed:** Cllr Baker Oxley      **Seconded:** Cllr Mulholland      **motion passed.**

**24/F44 Public Participation Session**

There were no members of the public.

**24/F45 Review of expenditure 24/25 to date (28th November)** ([click here](#))

Discussed expenditure, still on track for the end of the financial year.

**24/F46 Review of reserves to date (28th November)** ([click here](#))

Reserves were reviewed, nothing changed since last meeting.

**24/F47 Asset management Software** [circulated with agenda]

Discussion points included:

- About the importance of keeping records of assets regarding financial regulations
- Keeping a track of the assets, mapping them, costs, maintenance.
- Using the software enabling Cllrs to report defects, monitor maintenance.
- Future use regarding areas of land, useful for maintenance, grass cutting, contracts, tree work
- Front facing reports.
- Handing over information not just to new employees but to Councillors in the 4 yearly election cycle.

**Proposal:** To approve the use of asset management software

**Proposed:** Cllr Baker Oxley      **Seconded:** Cllr Sargeant      **motion passed.**

Cllr Roberts arrived 19:45

**24/F48 Outsourcing HR** [circulated with agenda]

Discussion points included:

- Recommendations were received from other Clerks about the systems they have used or inherited.
- Range of costs for services available to assist with setting up HR policies, contracts, day to day support and support if things go wrong.
- Cheaper use of an app based system to monitor and log items such as annual leave, sickness, annual appraisals, all kept in one place.
- Would provide central and digital records to keep to make handovers easier when there is a change in Cllrs, or a change in the Clerk.

**Proposal:** To approve a potential budget line for spend for outsourcing HR should Full Council approve.

**Proposed:** Cllr Sargeant      **Seconded:** Cllr Baker Oxley      **motion passed.**

**24/F49 Maintenance of Skatepark** ([click here](#))

Discussion points included:

- Wear and tear on a well used piece of equipment was to be expected.
- Photos sent to the company who stated that the structure is in good condition but basic regular maintenance will be needed to make sure it does not deteriorate.
- Skatepark had cost about £25,000 to install (grant funded), if equipment is regularly maintained to a good standard will continue being available for use for many more years.
- Cost of regular maintenance to be between £800 and £1300 each year.
- Company suggested that from photos a visit now would be no more that £1000.

**a)Proposal:** To approve new budget line for annual skatepark annual maintenance assessment and any tasks necessary.

**Proposed:** Cllr Roberts      **Seconded:** Cllr Baker-Oxley      **motion passed.**

**b)Proposal:** To approve the quote for the skatepark company to undertake maintenance assessment and works needed money to be taken from reserves 24/25 financial year.

**Proposed:** Cllr Hobro      **Seconded:** Cllr Sargeant      **motion passed.**

#### **24/F50 Review and setting of 25/26 budget and precept** [draft budget circulated with agenda]

Discussion points included:

- New ear-marked reserve budge lines, to support future costs or works that cross multiple financial years.
- Salary & NI Budget line. Potential increase of hours of the Clerk, and the increase in employers NI from April 25 and the change in the threshold of when NI will be paid created a significant jump. Proposal to use reserves to mitigate the effect of this increase over the next three budgets.
- During the high inflation of the last 2 years the budget has been kept under the rate of inflation to not increase the burden of the cost of living crisis. Now inflation is lower and under control it is a better time to have an above inflation raise to catch up and prevent service shortfalls.
- A 9.99% increase of the precept was proposed. This would represent a £9.63 increase for the year of a Band D property.

**Proposal:** To agree the 2025/26 precept to put forward to Full Council in January

**Proposed:** Cllr Sargeant      **Seconded:** Cllr Baker-Oxley      **motion passed.**

#### **24/F51 Grants and Donations** ([click here](#))

**a)** Grant application for the RCDT

Discussion points included:

- Journeys from Fowlmere seemed low this year.
- The numbers seem to go up and down depending upon need.
- Previous donations have been £300
- It was suggested this years donation should be £200

**Proposal:** To donate £200 to RCDT from contingency budget (Local Govt & Rating Act97 s.26)

**Proposed:** Cllr Sargeant      **Seconded:** Cllr Roberts      **motion passed.**

#### **24/F52 To agree the expenses below** [circulated with agenda]

**Proposal:** To agree the Clerk's travel expenses

**Proposed:** Cllr Sargeant      **Seconded:** Cllr Baker-Oxley      **motion passed.**

#### **24/F53 To agree the virements below:**

**Proposal:** To agree a virement of £3500.00 from General Reserves to 2024/25 staffing budget

**Proposed:** Cllr Sargeant      **Seconded:** Cllr Baker-Oxley      **motion passed.**

Meeting closed 20:25

*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  
FOWLMERE PARISH COUNCIL PLANNING COMMITTEE**  
which was held in the Pavilion Room, Fowlmere Recreation Ground & Village Hall on  
**THURSDAY 5th December 2024 at 19:30**

**PRESENT:** Cllr Brock (in the Chair), Cllr Collinson, Cllr Hobro, Cllr Mulholland, Cllr Roberts,  
**IN ATTENDANCE:** The Clerk.

**BUSINESS TO BE TRANSACTED**

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

**24/P73 Apologies for absence (LGA 1972 s 85(1))**

Cllr Baker-Oxley, Cllr Bryan, & Cllr Lennon (personal commitments)

Cllr Sargeant (Absent)

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

There were none.

**24/P75 Minutes of Previous Meeting ([click here](#)) (in accordance with standing order 12a)**

**a) Proposal:** That Fowlmere Parish Council Planning Committee agree the minutes of the Planning Committee meeting held on 7th November 2024

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

**24/P76 Chairman's Item (Information Only)**

There was no information.

**24/P77 Public Participation Session (up to 15 minutes)**

**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.

**24/P78 Planning Applications [application numbers are clickable links]**

To review current and live planning applications within the Parish of Fowlmere, as found on the Greater Cambridge Planning Portal [website](#) 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, due to the 21 day cycle operated by SCDC, applications received following the issue of the agenda may be considered and can be viewed on the Greater Cambridge Planning Portal ([click here](#))**

**a) 24/03810/FUL - Penny Corner Top Close Fowlmere**

Erection of a replacement self/custom build dwelling and garage.

- Replacement of existing property and garage, same floor area as permissions already in place, elevations in keeping with the rest of the street.
- Open Garage. End of Top close, not overlooking neighbours
- Should support Highways comment regarding delivery times to not coincide with school drop off and pick up times.
- Should support Environmental Health Officer comments regarding the potential of pile drivers being needed and being mindful of the noise and working hours.
- It was noted there is also a closeness of the site to the water course.

**Proposal:** To propose a neutral stance, but support comments made by Highways Officers regarding delivery times not coinciding with School drop off and pick up, and to support the conditions on timings for works by the Environmental Health Officer

**Proposed by:** Cllr Collinson      **Seconded by:** Cllr Hobro      **motion passed**

**b) 24/04316/LBC - Hope Cottage Long Lane Fowlmere Cambridgeshire SG8 7TA**

Retention of repairs to existing timbers to 3 No. corners.

- Evidence from photos of problems.
- Retrospective application possibly as a formality, due to being a listed building in a conservation area.
- No mention of lime in the application

**Proposal:** To propose a neutral stance

**Proposed by:** Cllr Mulholland      **Seconded by:** Cllr Collinson      **motion passed**

**For Information only applications:**

**c) 24/1357/TTPO - The Triangle Cambridge Road Fowlmere**

OH1 - Sycamore - Located on Cambridge Road to the front No 1 - Encroaching onto property and roof, blocking gutters with debris - Would like to reduce lateral branches to provide clearance to the property by approx 2-2.5m - Routine maintenance

- Mention was made of this tree having maintenance in the past.

**d) 24/1301/TTPO - RSPB Reserve Mill Road Fowlmere**

willow \*3 - Coppice willow stools which are about 8 -10 meters in height with 100 -150 mm diameter. They are leaning heavily over the car parking area due to trees behind them competing for light. cut them back down to the stool which approximately 300mm high from the ground

**24/P79 To note: Meridian Biogas update ([click here](#))**

- Update had been received to inform people regarding changes.
- Site has moved east; further away from Fowlmere parish boundary.
- It was noted that the new location abuts a public right of way to the east.
- Cllrs who had visited the site in Lincolnshire noted that no smells are emitted from type of plant.
- Site would provide a crop use for farmers in surrounding area. Farmers seemed positive.
- Useful to qualify which crops will be used in this area, and they will be making good use of the fallow rotation cycle.
- Look to link up with Thriplow & Heathfield PC once an application has been received

**Clerk:** Contact Meridian Biogas to confirm crops to be used and the fallow period.

**Clerk:** Contact Thriplow & Heathfield now PC to explore the possibility of FPC joining their meeting when they consider the application.

**24/P80 Greater Cambridge Draft supplementary planning documents out for consultation ([view here](#))**

- Draft Greater Cambridge Planning Obligations Supplementary Planning Document
- Draft Greater Cambridge Health Impact Assessment Supplementary Planning Document
- Draft Cambridge Biomedical Campus Supplementary Planning Document

**To note:** The above planning documents and the consultation. To organise Councillors to draft FPC responses to bring back to January Planning meeting for discussion and submission. Responses to be emailed to the clerk by 9th January, to be added to the meeting papers for circulation on the 9th January in advance of the 14th January meeting.

- Significant consultations for the Parish Council to make their submissions.
  - To be circulated by 9th January to agree at next committee meeting 14th January
- 1) Planning Obligations and section 106 - Cllr Roberts volunteered to draft
  - 2) Health Impact Assessments - Cllr Bryan (not present) was suggested - Cllr Brock to send email
  - 3) Biomedical Campus - Cllr Brock volunteered to draft

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.*