



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 16th September 2025 at 7:30 PM

PRESENT: Cllr Bryan, Cllr Collinson, Cllr Hobro (arrived at 19:34),
Cllr Mulholland (Chair), Cllr Roberts

IN ATTENDANCE: The Clerk and approximately 6 members of the public

BUSINESS TO BE TRANSACTED

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

25/070 Apologies for absence (LGA 1972 s 85(1))

Cllr Baker-Oxley, Cllr Brock, Cllr Lennon, Cllr Sargeant (Personal Commitments).

25/071 Declarations of interest & requests for dispensations in agenda items (Localism Act 2011 s31 s33)

There were none

25/072 Minutes of Previous Meetings ([click here](#)) ([click here](#)) (in accordance with standing order 12a)

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 15th July 2025.

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 14th August 2025.

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

25/073 To receive minutes of Committee Meetings

a) Planning Committee (3rd July 2025) ([click here](#))

b) Planning Committee (5th August 2025) ([click here](#))

Proposal: To receive the above minutes

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

25/074 Public Participation Session (including reports received in advance)

a) County Council update: ([September report](#))

- Local Government re-organisation consultation to Unitary Councils - residents of Cambridgeshire and Peterborough are being asked their thoughts - link in the report.
- Moving to the New Aurora Highways reporting system this weekend.
- Mention of a new report into road safety, snapshot in his report, will send the whole report. Might be of use to the LHI Group

b) District Council update: ([September report](#))

- New improving the High Street Grant - businesses have applied to this successfully. "High Street" can mean any part of the village that acts as a through road. Projects from £5k to £20k, community groups and businesses can apply.
- Technology to become more efficient, Planning department are looking at a trial utilising AI to summarise planning consultations.
- Thriplow and Heathfield Neighbourhood Plan has been agreed.
- 4 day working week has been made permanent. Much more effective in dealing with planning applications where the dept is now hitting targets. At SCDC Scrutiny Cllr Hobro questioned whether this was happening without sacrificing the quality of the work.
- Local plan - in preparation for several years. At the end of the year will go out to public for consultation. Government will no longer fund the movement of the water treatment works. Jiggling in the local plan to accommodate the changes. Drafts made public late Oct. 1st Dec - 30th Jan public consultations. Spatial strategy not to have lots of small developments, but to have towns such as Northstowe and Cambourne. Vastly reducing the number of car journeys across the district.

c) Fowlmere Sustainable Travel Group update

- Sustainable travel group has a number of members young - old, male/female.
- Bus timetables have been placed in bus shelters - bus patronage has increased significantly (awaiting data)
- Encouraging better links between Fowlmere and village train stations.
- Shepreth Station has a small car park with users able to utilise the VH car park. Foxton Station has no formal car park additional rail travellers will cause an increase in parking on Station Road.
- Early discussions about a shared cycle footpath from Fowlmere to Foxton has led to early engagement with local land owners who are keen. This is also on the CCC strategic active travel plans.
- Seeking better maintenance of the footpath between Fowlmere and Thriplow. Most of it is in Thriplow Parish.

- Pavement parking in the village is a problem. Encouraging drivers to make sure wheelchairs and buggy can still pass safely.
- Steps that jut out on Long Lane to possibly have hi vis tape across them to make them more visible.
 - d) Open Forum (not to exceed 15 mins)**
- A resident spoke about the Biogas application and summarised an email they had sent to the Clerk that afternoon:
 - A505 is a dangerous road, with recent personal family experience of a near fatality.
 - Noted that CCC Highways had objected to the application.
 - When the A505 has problems traffic is routed through the villages.
 - Suggested that the green credentials of the scheme were at best neutral and the priority of the operator would be to their shareholders (not local communities).
 - Pointed to additional stress on the water infrastructure
- A second resident (who explained that he was a member of the Thriplow working group campaigning against the development) asked if Fowlmere Parish Council would be looking again at this application. He conceded when asked that he had not read Fowlmere Parish Council's submission to SCDC on this application.

The Chair explained Fowlmere Parish Council's position:

- Fowlmere Parish Council has made very strong comments about the problems with the A505 and the need for these to be addressed should SCDC be minded to grant permission.
- Fowlmere Parish Council also made strong comments about light pollution and the retention of the permissive path.
- It is important that a Parish Council thinks about the "what if it gets permission" question when responding to planning applications. We are not the decision maker (SCDC decides) so we seek to influence the decision maker with an approach that we hope will be listened to.
- It can often be the case that Parish Councils which just object (and do not objectively consider an application) get their objection placed into the NIMBY pile of correspondence and their voice is then lost. This can lead to the worst of all worlds where an application could be granted unchanged with no local mitigations being considered.
- To be clear, Fowlmere Parish Council is not supporting this application. But if SCDC (or the Secretary of State at appeal) are minded to grant it we want our concerns heard and considered, not dismissed.
- Members of the Public who have their own concerns or strong views are encouraged to comment on the application on the SCDC Planning Portal.
- In terms of Fowlmere Parish Council reviewing its position, this is governed by section 7 of the Parish Councils Standing Orders. The proper process that needs to be followed in order to for that to take place requires 5 Councillors to write to the Proper Officer (Clerk) requesting a review.

Cllr Hobro added that SCDC will decide whether the application should be given planning permission within the constraints of planning law. SCDC will take into account material planning considerations, objections should be focussed on this.

- A further question was asked about plans for improving the junction at Flint Cross.
- It was explained that the County Council had commissioned a report to look at the whole of the A505 from Royston to Sawston and that had recommended three options to improve Flints Cross. All three of these options include signalisation at this junction. The report can be [read here](#)
- A final question asked about how residents could feed back to the Parish Council / Councillors.
- All Parish Councillors have a Parish Council email address. These can be found on the Parish Council website. Attending meetings (like this one) was also a good method.
- It was noted that the Parish Council is tasked with representing the whole Parish. This includes both residents and businesses which includes farmers.

25/075 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](#)

- Reporting tool out of action over the weekend as has its updates carried out.
- There was a discussion about the re-cutting of grips.

- Clerk to ask to Cllr McDonald about recutting the grips in Fowlmere, can also report on the Highways reporting tool.
- Mill Road Sign needs to be replaced
- Gulleys may have been cleared recently, but the grates have not been cleared, flow of the highway has nowhere to go. Report to Highways and Cllr McDonald, plus Drainage and Resilience team.
- b) London Road / Pipers Close Road flooding and drainage problems [update]**
to note: works now scheduled for 29th September.
- c) Pavement maintenance**
to note: Some short sections of pavement along the High Street and Pipers Close have been resurfaced. Cllr McDonald to look into when some more might be done.
- d) Speedwatch and MVAS [update]**
 - New MVAS working well, very grateful to have a resident helping charge batteries, suggested to look at the length of detection to help battery life. Longterm, to quote for solar charging to go in the budget next year.
 - Thank resident for charging batteries.
 - There has been a couple of speedwatch sessions taking place.
- e) LHI working group [update]**
to note: ATCs on Long Lane and Cambridge Road now in place. Further week of data collection. Once the data has been received will be passed to the LHI group. Next round LHI application will open in November. Cllr Bryan to chair the LHI Working Group
- f) Chrishall Grange LHI application (update on County Council meeting taking place after agenda issued)**
to note: County Council (Highways) final decision expected in October..

25/076 Reports from meetings attended and/or training attended

- a) Joint public meeting (Thriplow & Heathfield + Fowlmere) re: BioGas planning application was held on 16th July. Fowlmere, organised and printed the fliers. Biggest concern was Traffic on A505,**
- b) Meeting with Ecology Officer from CCC regarding PRV's.**
Clerk met with Ecology Officer from CCC, specifically to look at the PRV's and try and understand the CCC position, waiting for previous reports from the areas to emailed over. The Officer was interested in the Round Moat especially the species lists specifically the butterflies, that we have from our expert resident. Hopeful for further meetings and engagement especially with regards to the Biodiversity around Fowlmere.
Mention was made about Litter picking taking place by Councillors, and how can see the difference in the flora when up close in the PRV.

25/077 Governance: AGAR [update] ([click here](#))

To note: External auditor's opinion

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

*"Other matters not affecting our opinion which we draw to the attention of the authority: **None.**"*

25/078 Finance

- a) To note:** the financial situation of the council up to 9th September ([click here](#))
- b) Bills paid since last meeting (as per financial regulation 5.5)**
 - DD Doro Care UK **£417.36** (August & September) (personal alarms) (LGA 1972 s137)
 - DD British Gas Lite Cemetery **£28.69** (August & Sept)(Chapel Electricity) (Parish Councils Act 1957, s3)
 - DD SCDC **£44.94** (Aug & Sept) (Cemetery Bin Collection) (LGA 1972 s.214(2))
 - DD Lebara Mobile **£9.87** (July & Aug) (Parish Council telephone line) (LG(fp)A 1963 s.5)
 - DD Virtual Landline **£11.25** (July & Aug) (Parish Council telephone line) (LG(fp)A 1963 s.5)
 - DD Unity Trust credit card admin charge **£6.00** (July & Aug) (LGA 1972 s.111)
 - DD Microsoft **£20.60** (August & Sept) (Microsoft 365 subscription) (LGA 1972 s.111)
 - Clerks Salary, NI, HMRC & Pension (**£confidential**) (July & August) (LGA 1972 s.112)
 - DD SSE **£16.64** (street-lighting electricity)(June & July) (Parish Councils Act 1957, s3)
 - Unity Trust Bank Service Charge **£12.00** (LGA 1972 s.111)
 - Royal Mail Group **£371.50** (PO Box) (LGA 1972 s.111)
 - Fowlmere PCC **£10.00** (Hire of DP Room)(Aug September)(LGA 1972 s.134(4))
 - Hardy Landscapes **£1420.00** (open spaces cut) (Open Spaces Act 1906 ss9-10)
 - Fowlmere Village Hall **£72.00** (July & Aug) (meeting room hire) (LGA 1972 s.134(4))

- Dynamos Foxton & Fowlmere Grant **£500.00** (LGA 1972 s.19)
- Melbourne Community Library **£80.00** (LGA 1972 s.137)
- PKF Littlejohn **£315.00** (External Audit) (LGA 1972 s.111)
- Shelford Tree Services **£1400.00** Tree work at the Cemetery (Open Spaces Act 1906 ss9-10)
- Sustainable Furniture **£416.67** (Dovehouse Close Bench) (Parish Councils Act 1957, s.1)
- Shelford Tree Services **£2895.00** (Tree work at the Round Moat) (Open Spaces Act 1906 ss9-10)
- Storage Rent and expenses **£200** (August & Sept) (LGA 1972 s.111)
- Office Sundries **£111.61** (July and August) (LGA 1972 s.111)
- Restoration project tools **£242.45** (Parish Councils Act 1957, s.1)
- Ark Wildlife (Bird Boxes for Cemetery) **£73.32** (LGA 1972, s.214)

Proposal: To Note Bills Paid.

Proposed by Cllr Mulholland - Seconded by Cllr Collinson Motion passed

c) Income

- Redwood Bank Interest **£602.00** (Aug & September)
- Thriplow & Heathfield Parish Council (shared payment for leaflets) **£27.25**
- Cemetery In Memory Bird Box **£36.66**
- Cemetery Fees **£170**
- Hampshire Trust Bank Interest **£3490.15** (Sept24 - Sept25)

d) Transfer

- Transfer from Unity Trust Savings Account to Unity Trust Current Account **£10,000.00**

e) Budget Setting for 2026/2027

To note: requests for projects to be included in the 2026/2027 budget to be sent with costings to the Clerk as soon as possible to be taken to finance committee and worked into the budget and precept
As yet the clerk hasn't received any requests

25/079 Policies and Procedures

a) Proposal: to adopt the Biodiversity Policy [held over from previous meeting] ([click here](#))

- This has been held over from the last meeting at Cllr Brock's request.
- Cllr Brock had sent his proposed updates by email however not all Councillors had had time to review them.
- Those who had read them had some questions that could not be answered due to Cllr Brock not being present.
- It was agreed to hold item over to the next meeting.

b) Formal Tree Policy ([click here](#))

Formalising the informal policy that Fowlmere Parish Council has had for many years/decades.

Proposal: to adopt the informal position of Fowlmere Parish Council into a formal tree policy..

Proposed by: Cllr Collinson

Seconded by: Cllr. Hobro

Motion Passed

25/080 Old Chapel Delivery Committee

a) Report to full council meeting on the activity of the Delivery Committee

- Listed building consent has been approved.
- Addition of F2 use still pending.
- Committee meeting to be held soon when more members are available.
- Meeting with Eastern Synod to be held soon to update them.

25/081 Trees, Grass and Hedges

a) Round Moat Tree work (update)

- Latest round of works has been completed.
- High winds have not caused any major problems in the Round Moat.

b) "6 free trees" new round of applications (usually in November)

Proposal: Clerk to liaise with tree surgeon about most appropriate tree species and position
Slow growing oaks and native species were suggested by Councillors.

Proposed by: Cllr Collinson

Seconded by: Cllr Roberts

Motion Passed

c) Dovehouse Close / Rycroft Lane ditch (update)

to note: SCDC has cleared the ditch on both sides. Contact SCDC regarding Dead tree

- Possibly organise litter pick.
- Hoping to organise to get a camera in to the culvert to see if there is any damage to the corner by the substation.

d) Daffodils “adopt a verge”

Proposal: to bulk purchase mixed daffodils (500 or 1000). Cllrs to request a quantity (50 or 100) and “adopt a verge” or other public location. 2 or 3 planting tools to also be purchased..

- There was a discussion about mixing in crocus and snowdrops.
- Crocus was dismissed as muntjac eat them.
- Noted that snowdrops are best planted in the green in spring. This part of idea to be held over until then.

Proposed by: Cllr Collinson

Seconded by: Cllr Roberts

Motion Passed

25/082 Cemetery Management

a) Recent and upcoming interments, memorials and transfers

There had been one recent ashes interment.

b) Cemetery Tree Work

To note: this has been completed.

c) In memory bird box

Has been completed, is being placed tomorrow. Family are very happy with box and wording.

d) to note: West Facing doors now badly weathered.

- Meeting was arranged with Fowlmere Joinery to advise.
- Temporary repairs advised to reduce/stop the incoming water, and repair the door frame.
- All 4 doors will need replacing, awaiting quote, will need to be added to the budget, possibly over the next couple of years.
- Look into using s.106 money.

5/083 Remembrance Sunday Arrangements (9th November)

a) 4 volunteer traffic marshalls required as per previous years.

Volunteers for Traffic Marshall - Cllr Collinson, Cllr Hobro volunteered. Usual members of the public who volunteer to be contacted.

b) Wreath to be purchased from RBL as previous years (LGA 1972 s137)

Proposal: To agree to purchase of the wreath as previous years and a donation of £60.00 from s.137.

Amendment to proposal: To agree to purchase of the wreath as previous years and a donation of £100.00 from s.137

Proposed by: Cllr Roberts

Seconded by: Cllr Collinson

Motion Passed

25/084 Progress Updates of ongoing projects

a) Bench sanding and oiling “adopt a bench” project

- Cllr Collinson, has completed one of the benches in the churchyard. No-one else has come forward from the list.
- Took quite a lot of Teak oil, Clerk to order some more.

b) Street sign restoration

- Rectory Lane and Green Lane have been completed.
- We think that all the Cast Iron signs have now been restored.
- Pressed metal signs will be next. Look to get costings bring back to council and liaise with contractor.

c) Dovehouse Close Bench replacement

- Delivered last week, Organise with Handyman to get installed and the original removed.

d) Historic Buildings maps (x3) replacement

- Maps have been delivered. Will be installed this week.

e) Allotments project

- Renewed dialogue with CCC contact after PRV meeting with Ecology Officer.
- Awaiting response to some questions. Looks to be moving forward.

f) CarPark/Defibrillator sign

- Planning system wanted an advertisement application (in addition to Listed Building Consent) as it is a sign.
- Awaiting the decisions for both LBC and Advertisement applications.
- Noted that the conservation officers response had been positive.

g) Bikeability provision

- New information had been received.
- Bikeability for KS3 is funded free if schools carry out. However few secondary schools have the time resources to run the sessions.
- Have asked if this funding could be made available for Parish Councils to organise instead.

- CCC replied that they are looking into funded holiday courses themselves from next year so we could tie into those if they are appropriate.
- Positive that CCC is thinking the same sort of things as Fowlmere PC.

h) New project ideas

There were none

Meeting Closed 21:04.