



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**  
which was held in the Pavilion Room, Fowlmere Village Hall on  
**TUESDAY 18th November 2025 at 7:30 PM**

**PRESENT:** Cllr Baker-Oxley, Cllr Brock, Cllr Collinson, Cllr Hobro, Cllr Lennon  
Cllr Mulholland (Chair), Cllr Sargeant,

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

**BUSINESS TO BE TRANSACTED**

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

**25/085 Apologies for absence** (LGA 1972 s 85(1))

Cllr Bryan and Cllr Roberts were absent without apology.

**25/086 Declarations of interest & requests for dispensations in agenda items** (Localism Act 2011 s31 s33)

There were none

**25/087 Minutes of Previous Meetings** ([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 September 2025.

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

The minutes were signed by Cllr Mulholland (Chair)

**25/088 To receive minutes of Committee Meetings**

- a) Finance Committee (14th May 2025) ([click here](#))
- b) Planning Committee (4th September 2025) ([click here](#))

**Proposal:** To receive the above minutes

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

**25/089 Public Participation Session** (including reports received in advance)

- a) County Council update: ([October report](#)) ([November report](#))
- Cllr McDonald sent his apologies; County Council reports are available on the PC website
- County Council setting its budget for next year. A survey to gather views on spending priorities is taking place.
- b) District Council update: ([October report](#)) ([November report](#))
- The process for planning application queries has been streamlined with area team leaders tasked with dealing with questions or problems.
- An improved new Planning Portal Website is now live. The old portal will run parallel for a few weeks before being taken off line.
- The draft of the new local plan is now public. A public consultation is scheduled to start on 1st Dec for 8 weeks.
- Local Government re-organisation is still ongoing. The two most likely options for South Cambridgeshire will be either joining with just Cambridge City or Cambridge City and East Cambridgeshire. Decision will be made by Westminster. Hopefully there will be more clarity by the end of the year.
- 6 Free Trees applications are still open.
- c) Open Forum (not to exceed 15 mins)
- A representative from Chrishall Grange Preservation Society, thanked the Parish Council from everyone in the hamlet for their support and assistance with their recent LHI application to see traffic calming measures implemented in Chrishall Grange including reducing the speed limit to 30mph (from NSL). This has now received full approval by the County Council. It was hoped that the timeframes would see it installed in the financial year 2026/2027.
- *The Chair thanked Mr Douthwaite in return saying he had been instrumental in driving the scheme. It was nice to see residents coming to the PC with solutions and being prepared to get involved to make improvements."*
- A resident asked about hearing of an upcoming survey about possible improvements to Mill Road (towards Melbourn) and Fowlmere Road (towards Foxton) and complained that residents had not been consulted.
- *The Chair explained that this was a proposed County Council survey that was currently in draft and not yet public. At this stage 3x Parish Council's (Fowlmere, Foxton and Melbourn) had been asked their views about the questions being proposed. Fowlmere PC had fed back some constructive comments and was awaiting to see a 2nd draft. Residents would get the opportunity to fill in the survey when it was ready.*

- The Chair noted that it was encouraging that the County Council is looking to spend some of its Active Travel budget in our parish. If we simply ran ideas out of town then the money would be spent on Active Travel elsewhere in the County. It is always better to engage positively rather than negatively and criticisms where appropriate should be constructive.

## 25/090 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](#)

- Clerk has reported footpath problems on the High Street, Pipers Close, Chapel Lane and potholes on Savile Way.
- Cllr Collinson has reported Mill Road street sign which is broken.
- The Clerk noted that the new reporting system seemed better but reports made to the old system seemed to have vanished. It was important that everyone, including residents, use the new reporting system to log defects as this was the only way to get them onto a works list.
- Cllr Brock noted that he had noticed the Grips on the B1368 being cleaned this week which was positive.

### b) London Road / Pipers Close Road flooding and drainage problems [update]

**to note:** works completed.

It was also noted that during recent heavy rain the pavement had still flooded which was disappointing. The water hadn't spread onto the private driveways and did drain away quicker however the situation was still not acceptable.

Cllr McDonald is liaising with the drainage team regarding the works completed and if further works are necessary. Residents are being kept informed

### c) Speedwatch and MVAS [update]

- Had a one speedwatch session last week and one is planned for tomorrow.
- More volunteers are needed, as when the regulars are on holiday there are not enough volunteers to run sessions.
- New MVAS machine on Pipers Close is helping but there are always some who just ignore the speed limit.
- After several attempts data from the new MVAS will not download to the PC's old windows computer. Will look into alternatives.

### d) LHI working group [update]

- ATC data has been sent across to LHI group.
- It was noted that some residents had recently shown a keen interest in getting involved.

### e) Chrishall Grange LHI application

**to note:** scheme approved by County Council (Highways). Work Schedule TBC in the new financial year.

### f) **to note:** draft County Council quiet lanes survey. Live date to be confirmed.

As discussed in public participation, the Parish Council was pleased to see Fowlmere being considered for Active Travel improvements and had constructively fed back to the draft survey. There is not a date set for when the survey is going to be live.

## 25/091 Reports from meetings attended and/or training attended

### Webinars attended by the clerk.

Webinar: GDPR compliant for the 2025/26 AGAR - Assertion 10.

Webinar: Hosted by the Home Office, Terrorism (protection of premises) Act 2025 (Martyn's Law)

Webinar: Hosted by NALC, Beyond the Precept: Exploring alternative income sources

Webinar: CAPALC Good governance for finance and budgeting.

Cllr Hobro offered to feed back any questions regarding the Parish Council Liaison Meeting.

## 25/092 Finance

### a) **To note:** the financial situation of the council up to 11th November ([click here](#))

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

- DD Doro Care UK **£360.18** (October & November) (personal alarms) (LGA 1972 s137)
- DD British Gas Lite Cemetery **£28.89** (October & Nov)(Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£44.94** (Oct & Nov) (Cemetery Bin Collection) (LGA 1972 s.214(2))
- DD Lebara Mobile **£9.87** (Sept & Oct) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£11.25** (Sept & Oct) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card admin charge **£6** (Sept & Oct) (LGA 1972 s.111)
- DD Microsoft **£20.60** (Oct & Nov) (Microsoft 365 subscription) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (Sept & Oct) (LGA 1972 s.112)
- DD SSE **£16.62** (street-lighting electricity) (Parish Councils Act 1957, s3)

- DD Adobe Acrobat **£10.95** (Oct) (LGA 1972 s.111)
- Unity Trust Bank Service Charge **£12.00** (LGA 1972 s.111)
- FRR Architects **£4,153.91** (URC) (LGA 1972)
- Agriplant **£800** (Cutting of PRV's) (Open Spaces Act 1906 ss9-10)
- Red Shoes Accounting **£50.40** (Payroll) (LGA 1972 s.111)
- Fowlmere PCC **£10** (Hire of DP Room)(October)(LGA 1972 s.134(4))
- Hardy Landscapes **£1,056 & £67.20** (open spaces cut) (Open Spaces Act 1906 ss9-10)
- Fowlmere Village Hall **£72** (Sept) (meeting room hire) (LGA 1972 s.134(4))
- Boston Seeds **£163.96** (Purchase of Daffodil Bulbs) (Open Spaces Act 1906 ss9-10)
- SLCC **£18** (Webinar) (LGA 1972 s. 111)
- Fowlmere Village Hall **£48** (LGA 1972 s.134(4))
- CAPALC **£25** (Webinar) (LGA 1972 s. 111)
- RLP Surveyors **£691.20** (LGA 1972 s.111)
- Shelford Tree Services **£470.40** Tree work at the Round Moat (Open Spaces Act 1906 ss9-10)
- Pennon Water Services **£101.67** (Water Supply at the Cemetery) (Parish Councils Act 1957, s.1)
- Transportation Data **£789.12** (2 x automatic traffic count) (HA 1980 s.274a)
- Storage Rent **£200** (Oct & Nov) (LGA 1972 s.111)
- Office Sundries **£111.61** (July and August) (LGA 1972 s.111)
- Amazon **£198.72** (Restoration project sundries) (Parish Councils Act 1957 s.1)
- Screwfix **£16.80** (Restoration project sundries) (Parish Councils Act 1957 s.1)
- RBL **£121.25** (Donation £100, + Wreath) (LGA 1972 s.137)
- NALC **£42** (Webinar) (LGA 1972 s.111)

**Proposal:** To note and agree bills paid.

**Proposed by:** Cllr Sargeant

**Seconded by:** Cllr Lennon

**motion passed**

#### c) Invoices to pay

- Hardy Landscapes **£1,970 & £295** (Open Spaces Act 1906 ss9-10)
- Ian Wilson **£422.27** (Repair of Bench by the Swan) (Parish Councils Act 1957 s.1)
- Ian Wilson **£60** (Installation of Bench on Dovehouse Close) (Parish Councils Act 1957 s.1)
- Storage Rent **£100** (Dec) (LGA 1972 s.111)
- Careium **£60.18** (personal alarms) (LGA 1972 s137)
- Hardy Landscapes **£860** (Open Spaces Act 1906 ss9-10)

**Proposal:** To note and agree bills to be paid.

**Proposed by:** Cllr Baker-Oxley

**Seconded by:** Cllr Brock

**motion passed**

#### d) Income

- Redwood Bank Interest **£564.79** (Oct & Nov)
- SCDC **£31,776.16** (2nd half of Precept)
- Peasgood & Skeates **£400**
- VAT Rebate **£6,120.91**

#### e) Transfer

- Transfer from Unity Trust Current Account to Unity Trust Savings Account **£15,000**

#### f) Budget Setting for 2026/2027 (update **and report**)

**Proposal:** To agree finance committees recommendations in principle with final precept figure to be set after 31st December interest payments (income) are known

**Proposed by:** Cllr Sargeant

**Seconded by:** Cllr Collision

**motion passed**

### 25/093 Meeting Schedule 2026

#### a) To note: Proposed meeting schedule for 2026 ([click here](#))

It was noted that the planning meeting scheduled for 7th May was local elections date and may need to move. There were no other comments

**Action:** Clerk to book meeting rooms.

### 25/094 Assets and General Purpose

#### a) Street Lighting: Audit of street-lamps and rising cost of electricity.

- The arrangement for street-lighting is that SCDC and CCC provide and maintain the street-lights and the Parish Council pays for the electricity usage. They are on dusk till dawn sensors.
- The new Ofgem directive to more unmetered supplied to a "Market Wide Half Hourly Settlement" has seen the bills increase dramatically.
- According to the information supplied by SCDC and CC there are 83 Street lights, 3 illuminated road signs in the Parish.
- The supplier SSE appears to be billing for approx double the number of kwh they should be.

- Email has been sent to SSE to ask how many lights they think we have, are they aware they are now all LED and what is their equation for working out the kwh used.

**Action:** for Clerk to continue investigation.

**b) Scooter Park maintenance.** (quote circulated with agenda)

The Clerk explained that she had liaised with the company, sending them photo's of the skate park. The quote is in line with last years maintenance of £1155. Quote range was dependant on materials used.

**Proposal:** to agree the Scooter park maintenance quote range of £1050 - £1250.

**Proposed by:** Cllr Collinson      **Seconded by:** Cllr Sargeant      **motion passed**

**c) Bus-stop maintenance;** offer from volunteer. ([click here](#))

Volunteer has tidied leaves and removed ivy from most of sides which was welcomed.

Handyman will look at it structurally, decision might be whether to repair or to replace, and see if there are grants available to support this.

**d) Possible additional bench locations.**

- Clerk had a meeting with a resident who asked about having more benches to encourage more walking by having more places to stop and rest.
- Suggested places were the “snow drop” green area near Jacksons Way/High St cut through. High Street opposite the Chequers (which could be a bus stop if there was space) and somewhere near the bridge by the junction with The Way.
- Idea was generally welcomed in principle.

**Action:** measure up at locations and get some quotes.

**e) Annual Christmas Tree in Memorial Well** (*volunteer Cllrs required*).

Cllr Sargeant and Cllr Hobro offered to help. It was noted that Cllr Roberts usually volunteers for this and would most likely wish to also be involved.

## 25/095 Trees, Grass and Hedges

**a) Round Moat Tree work** (update)

none this month

**b) Daffodils “adopt a verge” project** (update)

- Cllr Collinson has planted out 2 bags worth at the Village sign (Chapel Lane) and the entrance to Ryecroft Lane.
- Cllr Mulholland and the Clerk have planted out 2 bags worth at the Cemetery.
- Cllr Hobro has a bag and will plant out at the white lime wall at the bottom of Manor Farm hill.
- Cllr Bryan has a bag and is planning to plant on the edge of Savile Way Green
- Cllr Sargeant has a bag and is planning to plant at the entrance to Savile Way.
- 2x bags have also been given to keen members of the public who were planning to plant out around Elm Gardens and The Green behind Jackson's Way.

**c) Ryecroft Lane culvert** (update) (*quote circulated with agenda*)

- A video showing that the culvert is sound is reassuring.
- The sinking of the turf must therefore be due to old tree roots rotting down over time which Hardy Landscapes agree with.
- Quote for contractor to fill in holes and level off the soil in a slope and seed in Spring £525.

**Proposal:** to agree quote for landscaping repairs of £525 excluding VAT

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

**d) Shelford Trees quote for tree work near a thatched cottage** (*advice document circulated with agenda*).

**Proposal:** to agree quote for tree work of £900 excluding VAT

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

## 25/096 Cemetery Management

**a) Recent and upcoming interments, memorials and transfers**

There were none.

## 25/097 Old Chapel Delivery Committee

 (update)

- a) To note:** Planning permission granted by SCDC to add most of use class F2 (community uses) to the existing use class F1 (place of worship). The F2 elements for swimming pools and ice-rinks were withheld but has no consequence on the plans. Negotiations are ongoing with URC Synod.

## 25/098 Progress Updates of ongoing projects

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

Cllr Collinson has sanded and oiled the bench in St. Mary's Churchyard.

- b) Dovehouse Close Bench replacement (completed) ([click here](#))
- c) Historic Buildings maps (x3) replacement (completed) ([click here](#))
- d) CarPark/Defibrillator sign.  
**to note:** Listed building permission and advertising permission has been granted by SCDC.
- e) New project ideas  
There were none

***Meeting Closed 20:44.***