



FOWLMERE PARISH COUNCIL

NOTICE OF A MEETING OF THE PARISH COUNCIL

To Members of Fowlmere Parish Council:

You are hereby summoned to attend a meeting of **Fowlmere Parish Council** for the purpose of transacting the business as set out below on **Tuesday 16th September 2025** in the Pavilion Room, Fowlmere Recreation Ground & Village Hall at 7:30pm.

Any member not able to attend should send their apologies to the Clerk **before** the meeting.

The meeting is open to members of the public (including the press), but is not a public meeting.

Angela Mulholland
11th September 2025

Clerk to Fowlmere Parish Council

To comply with GDPR, meeting papers are supplied to Councillors via links to files on the Fowlmere Parish Council [website](#). Documents that are of a sensitive or confidential nature may not be available to 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))

25/071 Declarations of interest & requests for dispensations in agenda items (Localism Act 2011 s 31 s33)

- To receive declarations of interest from councillors on items on the agenda
- To receive written requests for dispensations for disclosable interests (if any)
- To grant any requests for dispensation as appropriate.

A request for dispensation must be made on an individual basis.

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.

25/073 To receive minutes of Committee Meetings

- Planning Committee (6th July 2025) ([click here](#))
- Planning Committee (5th August 2025) ([click here](#))

Proposal: To receive the above minutes

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

- County Council update: ([September report](#))
- District Council update: ([September report](#))
- Fowlmere Sustainable Travel Group update
- Open Forum (not to exceed 15 mins)

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

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. In accordance with the councils standing orders contributions are limited to 3 minutes per person. The total time for this agenda item is limited to 15 minutes unless directed by the chair.

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

25/075 Road Safety and Highways

- Items reported to CCC Highways
Items can be reported by any Cllr or member of the public by [clicking here](#)
- London Road / Pipers Close Road and pavement flooding / drainage problems [update]
to note: works now scheduled for 29th September.
- Pavement maintenance
to note: Sections of pavement along the High Street and Pipers Close have been resurfaced.
- Speedwatch and MVAS [update]
- LHI working group [update]
to note: ATCs on Long Lane and Cambridge Road now in place.
- Chrishall Grange LHI application (update)
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 on 16th July
- b) Meeting with Ecology Officer from CCC regarding PRV's.

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.

- 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.

25/079 Policies and Procedures

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

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

25/080 Old Chapel Delivery Committee

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

25/081 Trees, Grass and Hedges

- a) Round Moat Tree work (*update*)
- 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
- c) Dovehouse Close / Ryecroft Lane ditch (*update*)
to note: SCDC has cleared the ditch on both sides.
- 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.

25/082 Cemetery Management

- a) Recent and upcoming interments, memorials and transfers
- b) Cemetery tree work
- c) In memory bird box
- d) **to note:** West Facing doors now badly weathered. Meeting with Fowlmere Joinery to advise.

25/083 Remembrance Sunday Arrangements (9th November)

- a) 4 volunteer traffic marshalls required
- 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

25/084 Progress Updates of ongoing projects

- a) Bench sanding and oiling “adopt a bench” project
- b) Street sign restoration
- c) Dovehouse Close Bench replacement
- d) Historic Buildings maps (x3) replacement
- e) Allotments project
- f) CarPark/Defibrillator sign
- g) Bikeability provision
- h) New project ideas

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.

Dates of forthcoming meetings:

Please note that Planning Committee meetings are provisional and may be cancelled if there are no planning applications to consider.

Finance Committee - DATE TBC September/October : Venue TBC
Planning Committee - Thursday 3rd October : Pavilion Room, Village Hall. (TBC)
Planning Committee - Thursday 7th November : Pavilion Room, Village Hall. (TBC)
Parish Council - Tuesday 19th November: Pavilion Room, Village Hall.
Planning Committee - Thursday 5th December : Pavilion Room, Village Hall. (TBC)
Finance Committee - DATE TBC December : Venue TBC