



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 15th September 2026** in the Pavilion Room, Fowlmere 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
10th September 2026*

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.

26/073 Apologies for absence (LGA 1972 s 85(1))

Proposal: To accept / not accept the declared apologies.

26/074 To note: The By-Election result and welcome Councillor Jack Lester.

26/075 Declarations of interest & requests for dispensations in agenda items

(Localism Act 2011 s 31 s33)

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

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

26/076 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 28th July 2026.

Proposal: That Fowlmere Parish Council herewith agree the minutes of the Parish Council meeting held on 28th August 2026.

26/077 To receive minutes of Committee Meetings

- a) Planning Committee (7th July 2026) ([click here](#))

Proposal: To receive the above minutes

26/078 Public Participation Session *(including reports received in advance)*

- a) County Council update: ([September report](#))
- b) District Council update: ([September report](#))
- c) Open Forum (not to exceed 15 mins)

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

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.)

26/079 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](#)

- b) Speedwatch and MVAS [update]

- c) **To note:** Work to Mill Road / Fowlmere Road (RSPB road). Potholes filled on the actual highway and official passing places. Unofficial passing places left for now. Due to be filled with plannings date TBC.

26/080 Reports from meetings attended and/or training undertaken

- a) SLCC Cambridgeshire Regional Meeting.

26/081 Finance

- a) **To note:** the financial situation of the council up to 9th September ([click here](#))
- b) **To note:** bank reconciliation of accounts to 31st August (in accordance with financial regulation 2.6) ([click here](#))
- c) **Bills paid since last meeting** (as per financial regulation 5.5)
- DD Doro Care UK **£461.11** (July & August) (personal alarms) (LGA 1972 s137)
 - DD British Gas Lite Cemetery **£28.63** (August & September) (Chapel Electricity) (Parish Councils Act 1957, s3)
 - DD SCDC **£53.38** (August & September) (Cemetery Bin Collection) (LGA 1972 s.214(2))
 - DD Lebara Mobile **£6.58** (July & August) (Parish Council telephone line) (LG(fp)A 1963 s.5)
 - DD Virtual Landline **£11.25** (July, Aug & Sept) (Parish Council telephone line) (LG(fp)A 1963 s.5)
 - DD Unity Trust credit card **£6.00** & Unity Trust Bank **£14** Admin Charge (July & Aug)(LGA 1972 s.111)
 - DD Microsoft **£20.16** (July & Aug) (Microsoft 365 subscription) (LGA 1972 s.111)
 - DD Adobe Acrobat **£22.98** (July & Aug) (LGA 1972 s.111)
 - DD Scribe **£66.00** (Aug & Sept) (Asset management system) (LGA 1972 s.111)
 - Tool Station **£23.27** (LGA 1972 s.19)
 - Solopress **£76.75** (LGA 1972 s.111)
 - Landlife Wildflowers **£68.32** (Yellow Rattle) (Open Spaces Act 1906 ss9-10)
 - Clerks Salary, NI, HMRC & Pension (**£confidential**) (July & Aug) (LGA 1972 s.112)
 - Storage Rent and expenses **£100** (Aug) (LGA 1972 s.111)
 - PKF External Audit **£315** (LGA 1972 s.111)
 - Fowlmere Village Hall **£48 & £24** (LGA 1972 s.111)
 - Hardy Landscapes **£1215** (Village Hedge Cutting)(Open Spaces Act 1906 ss9-10)
 - Hardy Landscapes **£380** (Cemetery Hedge Cutting)(Open Spaces Act 1906 ss9-10)
 - SSE - Street Lighting **£32.27** (Street Lighting) (Parish Councils Act 1957, s3)
 - Wildscythe **£266.00** (Meadow Management Equipment)(Open Spaces Act 1906 ss9-10)
 - RBL Donation & Wreath **£150.00**(LGA 1972 s.137)
 - Shelford Trees **£3575.00** (Whole Village Tree Survey) (Open Spaces Act 1906 ss9-10)
 - Seed Revolution **£490.50** (Open Spaces Act 1906 ss9-10)
 - Wicksteed **£478.37** (LGA 1972 s.111)

Proposal: To Note & Agree Bills Paid.

- d) **Bills to be paid** (as per financial regulation 5.5)
- Including bills received since the issue of the agenda

e) Income

- Redwood Bank Interest:- **£136.00 & £136.00**
- Hampshire Trust Bank Interest:- **£3151.96**
- HMRC VAT Rebate:- **£3370.13**
- Cemetery - Interment Fee:- **£100**
- Churchyard - Memorial Fee:- **£80**
- s.106 "The Aviary":- **£41,123.53**

f) Grant Application ([click here](#))

Melbourn Community Library at Melbourn Hub **£90**

Proposal: To agree the grant to Melbourn Community Library

g) To note the NJC Pay award for the year 2026/2027 (circulated)

Award of 3.3% to be backdated to April 2026 (as per contract)

h) Budget Setting ([request form here](#))

To note: Budget will be set in the Autumn and signed off in the January 2028 Full Council meeting.

Requests for budget allocations should be made by using the form.

26/082 Conclusion of External Audit ([completed AGAR 2025-2026](#))

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."

26/083 Melbourn Area Youth Development (MAYD) ([briefing note](#))

To consider joining the Melbourn Area Youth Development Committee

Proposal: To agree to join the MAYD Committee and to appoint the Clerk and 1 Councillor to attend meetings on behalf of Fowlmere Parish Council. To agree to contribute financially to the MAYD costs pro-rata with a spending cap of £1500/annum.

26/084 Biodiversity Working Group (documents circulated)

a) Update from working group meetings

b) **Proposal:** to agree purchase of bulbs to plant in Autumn up to clerks delegated spend. (quotes attached)

26/085 National Emergency Briefing (documents circulated) ([website](#))

Proposal: To work with Melbourn Parish Council and District & County Councillors to arrange a community screening of the NE Briefing.

26/086 Trees, Grass and Hedges

a) **To note:** New tree survey received.

Proposal: Clerk to work through survey and create tree management plan.

Proposal: To agree that urgent works to two trees be undertaken ASAP.

b) Round Moat [update]

To note: fallen tree in RM next to path:

c) **To note:** Work to remove laurels on Jacksons Way and work to reduce the bush on Long Lane (next to bench) has been completed.

26/087 Local Government Reorganisation ([update](#))

To note: Government announcement that reorganisation has now been halted for a legal review.

26/088 Bus Consultation ([click here](#))

To note: Latest report published with updated recommendations for adoption in 2027. Fowlmere services to be improved with more frequency, later services and a Sunday service.

26/089 Old Chapel Delivery Committee

To note: Awaiting confirmation of completion date.

26/090 Assets and General Purpose

a) **Thriplow Road Dog Waste Bin**

Update: This work has been completed.

b) **Skate ramp update**

To note: Installation of poster frame for notices at the skatepark. Users informed.

26/091 Cemetery Management

a) Recent and upcoming interments, memorials and transfers

b) Beech Trees

To note: Beech Bark disease is active in the cemetery. One tree has had to be felled and at least two more are showing signs of the disease. Guidance has been requested from the Forestry Commission.

To consider: Options for dealing with the large trunk.

c) **Churchyard Wall Memorials:-**

To note: First memorial placed.

26/092 Planning

a) To agree FPC's submission to Local Plan consultation (*circulated*)

b) To agree FPC's submission to AV-Tech consultation (*circulated*)

26/093 Shaw Close Sewerage Deed (*update*)

26/094 Progress of ongoing projects

a) 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 the "Agenda Item Request form" and include as much information as possible including any proposal to be considered.

Dates of forthcoming meetings:

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

Planning Committee - Tuesday 6th October

Planning Committee - Tuesday 5th November

Parish Council - Tuesday 17th November

Planning Committee - Thursday 3rd December