



# FOWLMERE PARISH COUNCIL

## NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

### To Members of Fowlmere Parish Council:

You are hereby summoned to attend the **Annual Meeting of Fowlmere Parish Council** for the purpose of transacting the business as set out below on **Tuesday 19th May 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*  
*14th May 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.*

#### **26/031 Acceptance of office by all recently elected and re-elected councillors**

#### **26/032 To elect a Chair of the Parish Council for the civic year 2026-2027 and to receive the Chair's declaration of acceptance of office**

#### **26/033 To elect a Vice-Chair of the Parish Council for the civic year 2026-2027 and to receive the Vice-Chair's declaration of acceptance of office**

#### **26/034 Apologies for absence (LGA 1972 s 85(1))**

**Proposal:** To accept / not accept the declared apologies.

#### **26/035 Parish Council Elections 2026**

- a) **To note** the results of the Parish Council Elections held on 7th May 2026 ([click here](#)) and welcome both newly elected and re-elected Councillors.
- b) To place on record thanks to Councillors who have left the council
- c) New Councillor Induction document. ([click here](#)) (this document is useful for returning Councillors too)

#### **26/036 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.
- d) Councillors are reminded they must submit their Election Expenses forms to SCDC by 4th June
- e) Councillors are reminded they must submit their "Register of Interests" to SCDC by 4th June

#### **26/037 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 March 2025.

#### **26/038 To receive minutes of Committee Meetings**

- a) Planning Committee (5th March 2026) ([click here](#))
- b) Old Chapel Delivery Committee (5th January 2026) ([click here](#))

**Proposal:** To receive the above minutes

#### **26/039 Public Participation Session (including reports received in advance)**

- a) County Council update: ([April report](#))
- b) District Council update: ([April report](#)) ([May 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.)*

## 26/040 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) MVAS Solar Panel.

**Proposal:** To agree to purchase solar charging panel as budgeted for £600+£30pp

- c) Speedwatch [update]

**To note:** Current organisers happy to continue to organise Speedwatch.

Any Cllrs interested should contact them to support the team [speedwatch@fowlmereparishcouncil.gov.uk](mailto:speedwatch@fowlmereparishcouncil.gov.uk)

- d) CCC Close Pass Campaign ([click here](#)): Raising awareness of Highway Code Rule 163; stating drivers should leave at least 1.5 metres when overtaking cyclists at speeds of up to 30mph.

**Proposal:** to agree and suggest locations for temporary signage in locations: with a 30mph limit, high cycle useage, and a higher risk of close passes.

## 26/041 Reports from meetings attended and/or training undertaken

**26/042 Membership of Committees for 2024/25 and Parish Council Representatives on external bodies.** (*chairs of committees to be elected at 1st meeting of committees*)

- a) Planning Committee (*previously all council members*)  
b) Finance Committee (*previously Cllrs Baker-Oxley, Hobro, Lennon, Sargeant and Roberts*)  
c) HR Committee (*previously Cllrs Baker-Oxley, Brock, Lennon and Sargeant*)  
d) Old Chapel Delivery Committee (*previously Cllrs Baker-Oxley, Brock, Collinson, Hobro and Mulholland*)  
e) Parish Council Trustee on Village Hall Management Committee (*previously Cllr Roberts*)

## 26/043 Memberships of Working Groups

- a) LHI Working group  
b) Active/Sustainable Travel group  
c) ZCC / BioDiversity group (new group)

## 26/044 Finance

- a) To confirm Bank Account signatories (*previously Cllrs Baker-Oxley, Hobro, Lennon and Sargeant*)  
b) To confirm Direct Debits & regular payments for the 26/27 financial year  
c) To agree End of year reconciliation  
d) To note and agree Reserves up to March 31st 2026  
e) To agree monthly (end of April) reconciliation  
f) **To note:** the financial situation of the council up to 13th May ([click here](#))

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

- DD Doro Care UK **£285.01** (April & May) (*personal alarms*) (LGA 1972 s137)
- DD British Gas Lite Cemetery **£28.05** (April & May) (*Chapel Electricity*) (*Parish Councils Act 1957, s3*)
- DD SCDC **£53.38** (April & May) (*Cemetery Bin Collection*) (LGA 1972 s.214(2))
- DD Lebara Mobile **£6.58** (March & April) (*Parish Council telephone line*) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£7.50** (March & April) (*Parish Council telephone line*) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card **£6.00** & Unity Trust Bank **£7** Admin Charge (March & April) (LGA 1972 s.111)
- DD Microsoft **£20.16** (April & May) (*Microsoft 365 subscription*) (LGA 1972 s.111)
- DD Adobe Acrobat **£22.98** (April May) (LGA 1972 s.111)
- DD Scribe **£66.00** (April & May) (*Asset management system*) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (March & April) (LGA 1972 s.112)
- Dark Lane Forge **£100** (*Make hinges for Goal Posts on Butts*) (*Open Spaces Act 1906 ss9-10*)
- EPS **£175** (*Survey URC*) (LGA 1972 s.151)
- CAPALC **£560.84** (LGA 1972 s.143)
- SLCC **£200** (LGA 1972 s.143)
- Birketts **£2690.58** (*Solicitors Advice*) (LGA 1972 s.151)
- Hardy Landscapes **£1970** (*May grass cutting*) (*Open Spaces Act 1906 ss9-10*)
- Storage Rent and expenses **£200** (April & May) (LGA 1972 s.111)
- Land Registry **£14** (LGA 1972 s.111)
- Four one Four **£1140.55** (*Skate Park Maintenance*) (LGA 2000 s.2)
- Allotment Association **£84.00** (*Small Holdings & Allotments Act 1908, s.23*)
- Pennon Water Services **£105.76** (*Cemetery Water*) (LGA 1972 s.214(2))
- ICCM **£110.00** (LGA 1972 s.214(2))
- Birketts **£1438.61** (*Searches*) (LGA 1972 s.151)
- ROSPA Play Safety **£222.00** (LGA 2000 s.2)
- Hardy Landscapes **£1970.00** (*May grass cutting*) (*Open Spaces Act 1906 ss9-10*)
- Hardy Landscapes **£525** (*Levelling Ryecroft Lane substation corner*) (*Open Spaces Act 1906 ss9-10*)

- Shelford Tree Services **£445** (Emergency Tree Work) (Open Spaces Act 1906 ss9-10)
- Cambridgeshire Acre **£84** Annual Membership (LGA 1972 s.143)
- Hardy Landscapes **£70.00** Revelling & seeding Graves (LGA 1972 s.214(2))
- Cardinus Risk Management Services **£2150** Reinstatement costs assessment (LGA 1972 s.151)

**Proposal:** To Note & Agree Bills Paid.

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

**d) Income**

- Precept **£37,039.28** (LGA 1972 s.41(4))
- Ivett & Reed **£80** (LGA 1972 s.214(2))
- Hibbitt & Sons **£160** (LGA 1972 s.214(2))
- Redwood Bank Interest **£184.05**
- DA Beechcroft **£250.00** (insurance excess refund)

**e) Careium**

**To note:** 3 additional users. The total users is now 11

**f) Rebuild Valuation assessments for Insurance Purposes**

**To note:** Assessment has been completed. Insurance company has been updated. Awaiting reply.

**Proposal:** To receive the rebuild valuation report

**To note:** Clarification of Fire Shed land ownership.

**g) To Agree quote for Insurance 26/27 (year 2 of a 3yr deal)**

**Proposal:** To agree the Insurance quote for 2026/27

#### **26/045 AGAR 2025-2026**

**Proposal:** To receive and accept the Internal Auditors Report.

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

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.

#### **26/046 Re-Assertion of General Power of Competence (GPC)**

• The 2x criteria for GPOC are a CiLCA qualified Clerk and 2/3's of the Councillors being elected (not co-opted). Presently all 9 Councillors are elected. ([click here](#))

• If GPC is lost due to falling elected Councillor numbers decisions taken under GPC will still stand.

**Proposal:** That Fowlmere Parish Council, in noting the above, agrees that it continues to meet the criteria and claims General Power of Competence as set out in the Localism Act 2011 s1(1).

#### **26/047 Review of Governance documents & policies and adoption of new policies**

**\*\* Any Councillor wishing to propose updates to the below policies should do so by email in advance of the meeting to give other members the opportunity to consider the proposed change \*\***

- Standing Orders ([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](#))
- Financial Regulations ([click here](#))
- Grants Policy ([click here](#))
- Information Technology Policy ([click here](#))
- Memorial Policy (not cemetery) ([click here](#))
- Publication Guide ([click here](#))
- Risk Assessment ([click here](#))
- Safeguarding ([click here](#))
- Social Media Guidance ([click here](#))
- Vexatious Communications and Complaints Policy ([click here](#))
- Annual Investments Strategy Policy ([click here](#))

**Proposal:** The Council agrees it has reviewed the above documents. Future updates may be required if advised by NALC or similar bodies.

- Privacy Notice for Councillors ([click here](#))
- Privacy Notice for Staff ([click here](#))

**Proposal:** The Council agrees to adopt the above documents as policy. Future updates may be required if advised by NALC or similar bodies.

#### **26/048 Old Chapel Delivery Committee** (update)

#### **26/049 Assets and General Purpose**

##### **a) RoSPA Play Inspections**

**Proposal:** To receive the RoSPA report and agree the Clerk to move forward with obtaining quotes for repairs.

##### **b) Skate ramp update**

**Proposal:** To receive the Skate ramp report and agree the quote for repair either:

- i) Part-repair £1835 or
- ii) Full Repair £3294

##### **c) Support with weekly play park inspections**

##### **d) Fowlmere Fête:** Fowlmere Parish Council stall on 24th May

**Proposal:** To agree Councillors available to organise the Fowlmere Parish Council Stall at Fowlmere Community's Fete 24th May.

#### **26/050 Trees, Grass and Hedges**

##### **a) Round Moat** [update]

Anti-Social behaviour and littering.

##### **b) Grass cutting and wildflower areas.**

##### **c) Suitable sites for Network Ground-East for volunteer support.**

##### **d) Fowlmere Primary School use of The Butts for Sports Day, and their contractor to draw the running track lines.**

**Proposal:** To agree for Fowlmere Primary School to use the Butts for Sports day and for their contractor to paint the white running track lines as in previous years.

#### **26/051 Cemetery Management**

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

##### **b) To note:** removal of animal carcass.

##### **c) Cemetery Terms and Conditions**

**Proposal:** To agree to undertake a review of the terms and conditions document in consultation with respected local grave digger and look at mapping out the cemetery extension. To bring recommendations back to council for approval. ([click here](#))

#### **26/052 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 2nd June

Planning Committee - Tuesday 7th July

**Parish Council** - Tuesday 21st July

Planning Committee - Thursday 6th August

Planning Committee - Thursday 3rd September

**Parish Council** - Tuesday 15th September

Planning Committee - Tuesday 6th October

Planning Committee - Tuesday 5th November

**Parish Council** - Tuesday 17th November

Planning Committee - Thursday 3rd December