



MINUTES OF THE **MEETING OF FOWLMEERE PARISH COUNCIL**
which was held in the Pavilion Room, Fowlmere Village Hall on
TUESDAY 20th January 2026 at 7:30 PM

PRESENT: Cllr Brock, Cllr Collinson, Cllr Hobro, Cllr Mulholland (Chair), Cllr Sargeant,
IN ATTENDANCE: The Clerk and 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.

26/001 Apologies for absence (LGA 1972 s 85(1))

Cllr Baker-Oxley, Cllr Bryan, Cllr Lennon (Personal Commitments) and Cllr Roberts (illness).

26/002 Declarations of interest & requests for dispensations in agenda items (Localism Act 2011 s31 s33)

There were none.

26/003 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 18th November 2025.

A typo was noticed on page 29. The amended minutes were approved.

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

The minutes were signed by Cllr Mulholland (Chair)

26/004 To receive minutes of Committee Meetings

a) Old Chapel Delivery Committee (19th May 2025) ([click here](#))

b) Planning Committee (6th November 2025) ([click here](#))

c) Planning Committee (4th December 2025) ([click here](#))

Proposal: To receive the above minutes

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

26/005 Public Participation Session (including reports received in advance)

a) County Council update: ([December report](#)) ([January report](#))

- Cllr McDonald sent his apologies; County Council reports are available on the PC website
- Duxford IWM AV Tech plans were noted. These plans will have implications on the traffic loading of the A505, and the Council will keep an eye on this.

b) District Council update: ([December & January report](#))

- *Draft local plan consultation is open until the end of the month*
- *Planning service has won another award.*
- *Local Government reorganisation.*
 - *Various options of dividing the county into 2 unitary councils was submitted at the end of 2025.*
 - *Option A is Cambridge & South Cambs to join together, with the other 4 forming the other unitary council.*
 - *Option B is Cambridge, South Cambs & East Cambs joining together with the other 3 forming the other unitary council.*
 - *One option seems to make sense geographically, the other makes sense financially. Hard to know which option will be chosen by the Government.*
 - *Expecting a consultation in February with decisions in the summer.*
- *Due to the re-organisation the Government has offered councils the option of deferring the local elections that are due this year. SCDC has decided not to take this offer up and the elections should go ahead as planned.*
- *Community Chest Grants are undersubscribed. Grants up to £2000 are available.*

c) Open Forum (not to exceed 15 mins)

- A member of the public requested a breakdown of the sources of funding for the £250,000 purchase price of the Old Chapel expressed either as amounts or percentages of the total purchase price, including the use of reserves, borrowing (such as the Public Works Loan Board).
- *The Chair explained that there was £206,799 remaining from the Ward Endowment and that this money had accrued 23,559 in interest to date. Therefore 92.14% of the purchase would be funded from this generous gift. The final £19,642 (7.8%) would be drawn from general reserves. There was no need for a loan.*

26/006 General Power of Competence

To note: The Clerk has completed the CiLCA course and now holds the CiLCA qualification. The Parish Council is now able to claim GPoC should it choose to do so. ([click here](#))

- The Clerk was congratulated for completing this qualification.
- The 2 x criteria are a qualified Clerk and 2/3's of the Councillors being elected (not co-opted). Presently all 9 Councillors were elected.
- GPoC will make the administrative job of the council easier and give it a new level of professionalism.
- The power of last resort s.137 will no longer apply as the power of GPoC supersedes it.
- If GPoC is lost due to falling elected Councillor numbers decisions taken under GPoC will still stand.

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

Proposed by: Cllr Collinson

Seconded by: Cllr Hobro

motion Passed

26/007 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 pot holes on Cambridge road twice and potholes on Chapel Lane (one has been mended)
- Butts View/Butts Lane are on Peter McDonald's radar, as yet still have not been sorted.
- Cllr Brock has also reported Cambridge Road and wrote to the service director of transport and connectivity, who replied positively and got a reply that it has been passed onto the team. A temporary fill was made although the bad weather has already washed most of this away. Hopefully it will be mended soon.
- Cllr Hobro reported on an article by Alex Beckett chair of transport at County Council explaining the changes made in last few months to shift money into the longer term repairs and the explaining the backlog problems. The backlog is reducing year on year although it is taking time. It is worth a read. ([click here](#))

b) Speedwatch and MVAS [update]

The data has been downloaded from the new MVAS on Pipers Close to the old PC laptop. Large amount of data downloaded. The data needs to be reworked and interpreted for it to be readable. This type of data will support future LHI applications in the village.

c) LHI working group [update]

Meeting due on Thursday with an interested resident who wants to get involved.

d) to note: County Council **Active Travel Survey**. Survey now live and open until end of March.

Leaflets are being distributed. It will be advertised in next F&TN, and as a news item on our website which has been shared to local social media.

26/008 Reports from meetings attended and/or training attended

Webinar: Tree planting webinar (clerk).

Meeting: Cllr Brock had a meeting about TTRO's. Trying to get to the bottom of why road closure orders are valid for such a long time (18 months).

Cllr Brock met with two TTRO officers on 6th January to find out more about the process.

- TTRO applications lead to permits being granted that can have conditions attached.
- The 18 month period is the maximum they can apply for. They use this so that if any works are defective they can be rectified without the need for a fresh road closure application.
- The reasons for a refusal can include local events such as village fête's. If we notify them of this they can place it on their records to avoid a clash.
- Bus routes (including school busses) are also considered with bus companies kept informed.
- There is a list of regular template conditions that they use. The Parish Council could request conditions from this list for ease.
- Worth keeping them updated with the key diary events.

26/009 Parish Elections 2026 - Thursday 7th May 2026

a) To note: The District Council's decision not to request a postponement of the District Council Elections as offered by the Government. The government is unlikely to impose postponements so therefore the Parish and District Council elections will take place together on Thursday 7th May 2026

b) To note: Updated potential cost to the Parish of potential election costs from SCDC Election Officer. Should the Parish Council go to ballot again this will cost between £2200 and £3000.

c) To note: SCDC information for potential candidates ([click here](#))

Nominations open on 30th March and close on 9th April at 4pm, news item to go on the website.

26/010 Finance

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

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

- DD Doro Care UK **£479.14** (December & January) (personal alarms) (LGA 1972 s137)
- DD British Gas Lite Cemetery **£28.28** (December & January)(Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£44.94** (Dec & Jan) (Cemetery Bin Collection) (LGA 1972 s.214(2))
- DD Lebara Mobile **£13.82** (Nov, Dec & Jan) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£11.25** (Nov & Dec (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card admin charge **£6.00** (Nov & Dec) (LGA 1972 s.111)
- DD Microsoft **£20.60** (Dec & Jan) (Microsoft 365 subscription) (LGA 1972 s.111)
- DD Scribe (Civic.ly Asset Management) **£66** (Dec & Jan) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (Nov & Dec) (LGA 1972 s.112)
- DD Adobe Acrobat **£10.95** (Nov & Dec) (LGA 1972 s.111)
- Unity Trust Bank Service Charge **£12.00** (LGA 1972 s.111)
- Red Shoes Accounting **£52.50** (Payroll) (LGA 1972 s.111)
- Philimore Garden Centre **£46.90** (Christmas Tree)(LGA 1972 s.144)
- Hardy Landscapes **£960** (open spaces leaf clearing) (Open Spaces Act 1906 ss9-10)
- Fowlmere Village Hall **£48.00 & £24** (meeting room hire)(LGA 1972 s.134(4))
- CAPALC **£35.00** (Councillor Training) (LGA 1972 s. 111)
- Shelford Tree Services **£1080** Tree work (Open Spaces Act 1906 ss9-10)
- Storage Rent **£200** (Jan & Feb) (LGA 1972 s.111)
- Philimore Garden Centre **£76.64** (Plant pots for donated plants at War memorial)(LGA 1972 s.144)
- Amazon **£31.35** (Plant tubs for 6 free trees) (Open Spaces Act 1906 ss9-10)
- Phillimore Garden Centre **£21.98** (Compost for 6 free trees & Watering cans) (Open Spaces Act 1906 ss9-10)

Proposal: To Note Bills Paid.

Proposed by: Cllr Brock

Seconded by: Cllr Sargeant

motion passed

c) **Income**

- Redwood Bank Interest **£532.19** (Dec&Jan)
- Cambridge Building Society Interest **£1628.00**
- Fowlmere Village Hall **£1.00**, Annual Peppercorn rent
- Jeremy Rule Funerals **£170** (plot purchase & ashes interment)

d) **Transfers**

Proposal: To move funds from Cambridge BS account in preparation for the purchase of the Old Chapel. As an old style book account this is not a digital transaction and a cheque will be issued instead and will take time to clear etc.

Proposed by: Cllr Collinson

Seconded by: Cllr Hobro

motion passed

e) **Expenses**

Proposal: To agree Clerk travel expenses (mileage) of £82.80

Proposed by: Cllr Collinson

Seconded by: Cllr Sargeant

motion passed

f) **To note:** Scale point increase (as per contract) for Clerk resulting from CiLCA qualification.

g) **Grants and Donations** ([click here](#)) (Transport Act 1985, ss.22,23,106A)

Review: Grant application for the RCDT

- 21 registered Fowlmere residents on their books at the moment.
- 13 journeys from Fowlmere last year. Against our donation from last year this works out as £23 per journey.
- £200 requested last year. £300 being requested this year.
- It was noted that the PC's grants budget has £148 left however there was £350 budget left in the contingency budget which could be drawn from to make up to £300

Proposal: To donate £300 to RCDT from grants budget and contingency budget.

Proposed by: Cllr Hobro

Seconded by: Cllr Sargeant

motion passed

h) **Budget Setting for 2026/2027** ([budget notes](#) and [final report](#))

- some small additions to the budget had been made since the last meeting to guard against potential increased election costs and also the unresolved street lighting billing issues (see agenda item 26/011). The annual Christmas tree has also been given it's own line item (£100) as from 2026/2027 there will no longer be a contingency line to draw on. General Reserves act as the contingency.

Proposal: To agree the Budget for **2026/2027** and to set a precept of **£74,078.56** (Local Government Finance Act 1992)

Proposed by: Cllr Collinson

Seconded by: Cllr Sargeant

motion passed

26/011 Assets and General Purpose

- a) Street Lighting: Audit of street-lamps and rising cost of electricity.
- There had been positive Feedback from UK Power Networks, who have acknowledged there was an error on the MPAN (document of unmetered supply) issued in 2023.
 - The MPAN error is in the process of being corrected inline with the new way of half hourly billing for unmetered electricity.
 - This should see the street lighting bills come down, but as yet the figure is unknown and nor do we know how SSE will deal with any backdating.
 - At present the account with SSE remains on stop.
 - It is hoped this will be resolved in the next few weeks.
- b) Possible additional bench locations.
To be carried forward
- c) **To note:** Pink Electronics Re-Cycling bin to be available again in the Spring. Date TBC.
Cllrs agreed the same location as previously; opposite the Chequers next to the green BT box.
- d) Request from Fowlmere Community Events to use The Butts green space for their Annual Fête 23rd-25th May 2026
- A copy of PLI has been provided
 - The fête will be unchanged from 2025.
- Proposal:** To note the date of the Annual Fête and grant Fowlmere Community Events permission to use The Butts.
- Proposed by:** Cllr Collinson **Seconded by:** Cllr Hobro **motion passed**

26/012 Trees, Grass and Hedges

- a) Round Moat Tree work (*update*)
Nothing to report
- b) Request for memorial bench to be placed in the Round Moat ([click here](#))
- Proposal:** to agree placement in principle subject to permission being granted by Historic England.
- Proposed by:** Cllr Collinson **Seconded by:** Cllr Hobro **motion passed**
- c) Free Commemorative tree and plaque as part of COVID19 Day of reflection (Sunday 8th March) ([click here](#))
- Discussion about mixed memories surrounding COVID.
 - Suggested locations; The Butts, Savile Way green space (TellyTubby hills), or behind The Green.
 - To discuss with nearest residents.
- Proposal:** To request a commemorative blossom tree and plaque, honouring those that volunteered and those affected by the COVID-19 pandemic, and decide on where to plant.
- Proposed by:** Cllr Hobro **Seconded by:** Cllr Collinson **motion passed**

26/013 Cemetery Management

- a) Recent and upcoming interments, memorials and transfers
- One recent ashes interment; one upcoming burial.

26/014 Old Chapel Delivery Committee (*update*)

- a) **To note:** Agreement with Eastern Synod of purchase price of £250,000. Conveyancing work is underway. Final sign off to be brought to Full Council once paperwork is ready and in place.
- Based on resolution 25/006 to buy in principle once the planning permissions were granted.
 - The negotiations had been thorough and did level best to get the purchase price for less.

26/015 Progress Updates of ongoing projects

- a) Bench sanding and oiling “adopt a bench” project. (paused for winter : to be re-started in the Spring)
- b) CarPark/Defibrillator sign - permissions now granted. Carried forward
- c) Daffodil planting had gone well. If anyone still has some left they would still be ok to plant now. Keep Clerk updated of locations planted.
- d) New project ideas.

Meeting Closed 20.39.