



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**  
which was held in the Pavilion Room, Fowlmere Village Hall on  
**TUESDAY 17th March 2026 at 7:30 PM**

**PRESENT:** Cllr Brock, Cllr Collinson, Cllr Hobro (20:08), Cllr Lennon,  
Cllr Mulholland (Chair), Cllr Sargeant,

**IN ATTENDANCE:** The Clerk and 0 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.*

**26/016 Apologies for absence** (LGA 1972 s 85(1))

Cllr Baker-Oxley (Personal Commitments), Cllr Bryan and Cllr Roberts (both absent without apology).

**26/017 Declarations of interest & requests for dispensations in agenda items** (Localism Act 2011 s31 s33)

There were none.

**26/018 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 20th January 2026.

**Proposed by:** Cllr Collinson      **Seconded by:** Cllr Brock      **motion Passed**  
The minutes were signed by Cllr Mulholland (Chair)

**26/019 To receive minutes of Committee Meetings**

a) Planning Committee (6th January 2026) ([click here](#))

b) Planning Committee (4th February 2026) ([click here](#))

**Proposal:** To receive the above minutes

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

**26/020 Public Participation Session** (including reports received in advance)

a) County Council update: ([February report](#)) ([March report](#))

- County Council reports are available on the PC website
- Additional funding to tackle the pothole problems.
- Starting to have a blitz parish by parish. Fowlmere are next on the list,
- Cllr Alex Beckett organised a presentation with Q&A. 35 Parish council representatives in attendance including Cllr Collinson from Fowlmere.
- The new reporting software launched in the autumn is helping, giving more visibility due to the scale of the problems and allow for improved planning.
- Normal levels is to have 2 dragon patchers and 8 crews working across the county. Currently there are 28 crews which is due to increase to 30.
- At this time of year, with bad weather hampering being able to do a permanent fix, teams have been making the damage safe, and will return to make proper repairs in the summer.
- County Council budget passed in February. A 4.99% increase. (2.99% council tax 2% for adult social care)
- SEN has additional budget this year and next which will impact some schools positively.
- Active travel - fund from central government and cascades down to county.

Cllr McDonald was asked about moving beyond patching and having a longer term strategy for maintaining roads rather than repairing. Quite a few potholes being reported now are ones that were previous repaired.

**A.** *The extra money being provided now from government is specifically for patching. The County Council asks every year for capital money, as quite a lot of roads are at end of life, but isn't always available. They are trying to move to be pro-active rather than re-active.*

b) District Council update: ([February report](#)) ([March report](#))

- District Council Reports can be found on our Website.

c) Open Forum (not to exceed 15 mins)

- There were no members of the public.

**26/021 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 Long Lane and on Mill Road. In liaison with Cllr McDonald the potholes on the "highway" part of Mill Road have now been filled, but those on the unofficial lay-bys remain. Shepreth Road is now very bad but too fast running to safely stop and take photographs.
- Cllr Lennon has reported potholes on Chrishall Road and London Road.

**b) Speedwatch and MVAS [update]**

Speedwatch sessions have re-started in March now weather is getting better. Hope to run more sessions but this would be easier with more volunteers. There are currently 7 active volunteers.

**c) LHI working group [update]**

No meeting has taken place.

**d) to note:** County Council **Active Travel Survey**. Survey still live and open until end of March. CCC Active Travel Officer has reported a very healthy response to the survey.

**26/022 Reports from meetings attended and/or training attended**

- SCDC Clerk Conference (notes circulated)
- SLCC Cambridgeshire Update (notes circulated)
- Clerk & Chair met with Editor, Church Wardens and Vicar of F&TN along with the Chair and Clerk of Thriplow PC. Discussion centred on how the process of editing the magazine was working and looked at the content and inclusivity. The finances were discussed, including the offer from both Parish Councils to continue to support the magazine.
- Cllr Collinson attended online Highways meeting with County Cllr Beckett as mentioned earlier by Cllr McDonald. Cllr Collinson reiterated that the new software would be a benefit. The team are trying to be proactive but there is still not enough money in the pot.
- Cllr Lennon attended the online Police liaison meeting. Many local villages suffering from the same anti-social problems as Fowlmere. The police are working pro-actively to address these issues but much of the work is not made public for operational reasons. The key thing the public can do is to keep on reporting incidents.

**26/023 Parish Elections 2026**

**a) To note and remind councillors wishing to re-stand:**

Nominations open 30th March 2026. Nominations close 9th April 2026 @ 4pm.

Nomination papers must be delivered in person to SCDC.

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

**c) To note:** Online Prospective Councillor Session by CAPALC ([click here](#)) open to all interested.

**Nominations open on 30th March and close on 9th April at 4pm.**

- A Question was asked of implications should not enough candidates stand.
- If there are 9 or less candidates those nominees will all be “elected uncontested” to FPC. If there are more than 9 nominations there will be a ballot like in 2022. Any un-filled seats can be filled via the co-option process.
- The Chair also reminded Cllrs that at the last meeting the council resolved adopt GPoC now the Clerk has the CiLCA Qualification. The Council will need 2/3rds of Councillors to be elected (either uncontested or contested) for the Council to be able to continue with GPoC.

**26/024 Finance**

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

**b) To note:** verified bank reconciliation of accounts up to 31st Jan (*in accordance with financial regulation 2.6*)  
*As per Financial regs the full banks reconciliation should be carried out every quarter, but to keep it inline with full council meetings this will be carried out every two months.*

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

- DD Doro Care UK **£382.52** (February, March) (personal alarms) (LGA 1972 s137)
- DD British Gas Lite Cemetery **£29.77** (February, March) (Chapel Electricity) (Parish Councils Act 1957, s3)
- DD SCDC **£44.94** (February, March) (Cemetery Bin Collection) (LGA 1972 s.214(2))
- DD Lebara Mobile **£3.95** (Feb) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Virtual Landline **£4.50** (February) (Parish Council telephone line) (LG(fp)A 1963 s.5)
- DD Unity Trust credit card admin charge **£6.00** (Jan, February) (LGA 1972 s.111)
- DD Microsoft **£20.60** (Feb) (Microsoft 365 subscription) (LGA 1972 s.111)
- DD Scribe (Civic.ly Asset Management) **£66** (February, March) (LGA 1972 s.111)
- Clerks Salary, NI, HMRC & Pension (**£confidential**) (Jan, Feb) (LGA 1972 s.112)
- DD Adobe Acrobat **£10.95** (Jan, Feb) (LGA 1972 s.111)
- Unity Trust Bank Service Charge **£12.00** (Jan & Feb) (LGA 1972 s.111)
- Fowlmere Village Hall **£48.00** (meeting room hire) (LGA 1972 s.134(4))
- Starboard Systems (Scribe) **£532.80** (LGA 1972 s.111)
- Shelford Tree Services **£475 Emergency Tree work -Round Moat** (Open Spaces Act 1906 ss9-10)
- Storage Rent **£100** (March) (LGA 1972 s.111)
- ICO (Annual Data Protection Fee) **£47** (LGA 1972 s.111)
- Viking **£48.21** (Stationary) & **£119.98** (Padlocks) (LGA 1972 s.111)

**Proposal:** To agree bills paid.

**Proposed by:** Cllr Collinson

**Seconded by:** Cllr Lennon

**motion Passed**

**d) Bills to be paid**

- Source 4 Business (cemetery water) **£211.21** (2x DD's in April & October 2026)(Parish Councils Act 1957, s3)
- SCDC (cemetery waste) **£320.32** (annual quote for 2026/27 total) (to be paid by monthly DD)(Parish Councils Act 1957, s3)

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

**Proposed by:** Cllr Lennon

**Seconded by:** Cllr Sargeant

**motion Passed**

**e) Income**

- Redwood Bank Interest **£266.17 + £240.42** (Feb & March)
- Peasgood & Skeates **£100** (Burial interment)
- HMRC VAT Rebate **£1707.47** (VAT notice 126)

**f) Transfers (internal)**

- From Unity Savings Account to Unity Current Account **£10,000**
- From CBS to Unity current **£84,000**
- From Unity Current Account to Unity Savings Account **£84,000**

**g) To note:** the FSCS (Financial Services Compensation Scheme) has increased its deposit protection limit from £85,000 to £120,000.00 for all banks (Unity Trust Bank, CBS, Hampshire Trust Bank and Redwood Bank)

**h) Internal Auditor**

**Proposal:** To accept the quote for **£200 (agenda stated £185 apologies)** for the Internal Auditor and agree engagement as an independent and competent person to carry out the audit. (circulated with agenda)

**Proposed by:** Cllr Sargeant

**Seconded by:** Cllr Collinson

**motion Passed**

**i) Councils professional memberships:** for 2026/27 of CAPALC (Cambridgeshire and Peterborough Association of Local Councils) and SLCC (Society of Local Council Clerks) (circulated with agenda)

**Proposal:** To agree fee of **£560.84** for Fowlmere Parish Councils continued membership of CAPALC

**Proposal:** To agree fee of **£200** for the Clerks continued membership of the SLCC

The proposals were taken together.

**Proposed by:** Cllr Lennon

**Seconded by:** Cllr Sargeant

**motion Passed**

**j) Expenses:** (circulated with agenda)

**Proposal:** to agree Clerk travel expenses (mileage) **£65.52**

**Proposed by:** Cllr Sargeant

**Seconded by:** Cllr Collinson

**motion Passed**

**k) To note:** confirmation of precept from SCDC of **£74,078.56**. (information circulated with agenda)

The Band D Equivalent for the Parish Element of the bills will be **£123.59**. As a result of a change in the tax-base this represents 17.3% increase on the previous year.

- While the figure of £123/year per band D household was still felt to be reasonable the 17% figure was more than the Finance Committee had calculated.
- SCDC had clarified that this was as a result of the "taxbase" altering.
- The reason for the change is that more households are receiving discounts on their Council Tax, than in previous years. These discounts are given for a range of reasons. The difference is then spread between those not receiving discounts causing this unexpected rise.
- In previous years small changes in the "taxbase" had resulted in a lower % rise than had been calculated and not caused concern. We would need to be more alert to this in the future.
- It was also noted that when starting with a small figure the use of % as a data reference for increase/decrease was unhelpful. What was more important was to consider the actual monetary figure.
- By comparison the County Council rise was only 5% however this was an increase of £84.78/year or £7.07/month.
- The Parish increase from last year was £18.23/year or £1.51/month and was still felt to be reasonable.

**k) Rebuild Valuation assessments for Insurance Purposes** (quotes circulated with agenda)

**Proposal:** to agree a quote for the Re-build valuation assessments of buildings for insurance purposes. Discussion was had surrounding the the quotes, for re-build valuation and the PC owned buildings. It was agreed that it was necessary to ensure the PC was not under-insured.

- Concern was raised as to the actual ownership of the "Fire Engine" shed.

- The PC has maintained the shed in the past, and it has been used to store tents for scouts, hired out to the football club and more recently used to store the playgroup thrift sale rails.
- None of these uses continue and the shed is in a poor state of repair with no apparent purpose.
- Question was asked who the land the shed was on belonged to? It was thought the PC's ownership of the Butts stopped in the centre of the road and so the land could be owned by either Ion Science or Sheldrick Farms.
- It was suggested to talk to Mr Sheldrick about the strip of Land that the shed is on to try and establish clarity.

**Proposal:** to agree quote 2 from Company A for the re-build valuation assessments of buildings for insurance purposes.

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

## 26/025 Assets and General Purpose

- a) Street Lighting:** Audit of street-lamps and rising cost of electricity. *(circulated with agenda)*  
**To note:** Resolution of dispute with SSE
- An MPAN issued in 2023 was incorrect and had been used to generate inaccurate bills since August 2025 for approx £3000.
  - The UMISO at UK Power Networks had agreed the MPAN from 2021 was correct and this has been re-instated.
  - SSE have now accepted this and cancelled the bills issued since August 2025.
  - A new bill from August 2025 to February 2026 has been received for £389.79 (7 months)
  - It was noted that this period crossed the winter months. The summer costs will be lower.
  - Cllrs thanked the Clerk and the Chair for their perseverance in getting this corrected.
- b) To note:** Pink Electronics Re-Cycling bin is opposite the pub. Posters in noticeboards, in F&TN and on website.
- c) 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.
- Fete is after the election, but the PC should plan to have a stall in previous years.
  - Clerk to update slides to put on boards. Pencil: Cllr Collinson, Cllr Hobro & Cllr Mulholland
- d) RoSPA Play Inspections:**  
**Proposal:** To agree cost of **£236** (£83 per park, plus 14 additional items @ £5 each) *(circulated with agenda)*  
**Proposed by:** Cllr Sargeant      **Seconded by:** Cllr Collinson      **motion Passed**
- e) St. Mary's Churchyard:** Information and requests from Church Warden *(documents circulated with agenda)*  
**To note:** Proposed removal of old storage shed (next to Old Black Horse) and placement of a new shed near door to Dorothy Pluck Room
- It was noted that one of the most popular and most photographed views of the church was from the south west and this new shed would be in that shot.
  - Agree to make the PCC aware that by placing the shed in the position suggested it will end up in many photos, while at the same time they are asking to remove a road sign due to it being caught in photo's.
  - Ultimately this is a decision for the PCC but should make them aware of the above.
- To note:** Placement of a new Noticeboard in the same location as a previous noticeboard that was removed a few years ago.
- It was noted that the back of the noticeboard may end up in photographs, although this may be screened by trees.
  - Ask that if they are getting faculty permission for the noticeboard could they add permission for cycle racks at the same time. Cycle racks had been discussed and agreed in principle some years ago but had not progressed to faculty permission.
- To note:** Faculty permission requested to place a bench near crypt along the path.
- Bench facing away from the church towards Savile way, along the path.
  - FPC has no problems or comments with this.
- Request:** To apply to remove or move to a different place the speed (schools) safety sign as the centre of the village is now all 20mph.
- Aesthetically the sign is in the way for wedding and other celebration photos where it is now.
  - Now the whole of the centre of the village is 20mph it is not needed as a speed limit sign but it is useful in reminding drivers that there is a school close by.
  - Can it be moved closer to the school. Perhaps the corner of Savile Way?

- This would need to be an PFHI (privately funded local highways initiative application). There is a form to complete and an application fee. There will then be a cost to have the work done.
- After an early enquiry with Highways they have said they will take a look and get back to the PC with an in principle yes/no and estimated cost.
- Feed it back to the PCC that they would need put in the application costs being £250.00.
- It was agreed to wait for the Highways feedback.

**Request:** To have permission to place memorial plaques on the wall at the rear of the churchyard (as they do in Thriplow Cemetery). *(information about wall and fixing circulated)*

- For clarity it was explained that under the Local Government Act 1972 s.215 the PCC requested that maintenance transfer to the Parish Council in 1981 which the PC accepted. This requires the PC to maintain the grounds by “keeping it in decent order and its walls and fences in good repair.”
- It was felt that the idea to mount plaques was a good one but there was concern about the wall itself.
- In 2020 the PC had spent £5966 rebuilding a large section of this wall after a collapse. This section had been strengthened with buttresses on the road side (Savile Way). The section that had not been rebuilt has a lean to it and does not have the additional buttresses.
- Returning maintenance back to the PCC was discussed but this could ultimately only be an informal arrangement which could be forgotten over time with the change of PC and PCC. The legal responsibility would remain with the PC as noted above.
- It was agreed that if the PCC wished to go ahead with placing plaques on the wall it should only be on the re-built and strengthened section of the wall.
- If they PCC want to place the stones on the un-repaired section of wall they would need to arrange a structural survey.
- It was noted that a charge is made to place memorials at the Parish Council’s cemetery on Shepreth Road. This charge goes to help with on going maintenance. Similar charges should be made for plaques being placed onto the wall, again to go towards future maintenance.
- Size of gravestones would need to be decided, statutory size that doesn’t need a faculty.

**Proposal:** For the PCC to be able to place a sized memorial stone on the newly built section of the wall, with a fee to be paid. This fee will go towards the maintenance of the wall.

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

#### f) Daffodil Weekend Village Parking Management

Availability of Councillors to put cones out along Thriplow Road and High Street to reduce event parking in the village, and to allow the coaches at the end of the event a clearer path to leave

- Cllr Mulholland offered the use of his van. Cllr Brock and Cllr Collinson available 6pm Friday to assist.

### 26/026 Trees, Grass and Hedges

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

**To note:** emergency work had taken place to take down a large hung up tree in Round Moat [\(click here\)](#)

- A second tree has come down since the agenda came out, but was small enough to be dealt with by the Chair.

#### b) **Proposal:** to agree fee of £850 per visit for the PRV’s in Fowlmere to be cut as per professional advice as in previous years with the non collection of cuttings remaining.

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

#### c) **Proposal:** for a change to the Grass cutting maintenance schedule as per encouragement and advice from resident expert, and CCC Ecology Officer.

i) To leave the cemetery extension un-mown except for a pathway around edge & through the middle, and in the future to potentially incorporate the cut from PRVs to help sow seed native to the area. [\(click here\)](#)

ii) To continue to clear the leaf mulch but use to mulch the beech tree rather than take it away.

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

#### d) **To discuss:** request to cut bramble on corner of Long Close/Ryecroft Lane. [\(click here\)](#)

Member of the public has claimed that it is dangerous exiting their driveway.

- It was noted that the bramble is not encroaching either the pathway or highway and that the visibility splays are not compromised.
- The bramble is good for biodiversity and is a source of food in the winter.
- Suggestion that areas of bramble in the village (on PC land) could be cut back every few years in springtime to benefit regeneration. 4 potential areas were identified which could produce a rotation so not all were cut back at the same time.
- It was agreed to discuss the cutback rotation idea with village wildlife experts.

- As for this request itself, the resident was welcome to abate a nuisance themselves and at their cost/ effort, in the same way the PC adopts this policy for overhanging trees.
- e) **To discuss:** request to cut top of the hedge on Rectory Lane. ([click here](#))
  - Quote awaited; to bring back to council

#### 26/027 Cemetery Management

- a) Recent and upcoming interments, memorials and transfers
  - There has been 1x ashes interment and 1x burial.

#### 26/028 Old Chapel Delivery Committee (update)

- Documentation is still going between the two sets of Solicitors.

#### 26/029 Consultations

- a) **Consultation on the proposal to create the Greater Cambridge Development Corporation** ([view here](#)) (Deadline 1st April) ([summary list of questions to be answered](#))

**Proposal:** deferred from planning meeting. To decide Fowlmere Parish Council's submission.

- It was noted that individuals can also participate in the consultations as well as public bodies.
- Cllr Hobro noted that the District Council is considering its own response to the DevCo proposal which would be the biggest change to the district in planning terms.
- The government is proposing taking planning powers away from the Local planning authority and giving them to the DevCo.
- The size of the proposed DevCo is unprecedented in terms of both area of land and population.
- Much of the area is rural not economic struggling which is the usual reason for a DevCo.
- It was proposed that Cllr Brock and Cllr Mulholland use discussion to prepare PC's response to the DevCo and Unitary Consultations.

**Proposed by:** Cllr Lennon

**Seconded by:** Cllr Collinson

**motion passed**

- b) **Community Infrastructure Levy (CIL)** Draft Charging Schedule for examination under Section 212 of the Planning Act 2008 Consultation ([view here](#)) (Deadline 29th March)

- South Cambs currently does not have CIL, which sits alongside s.106. Councils can choose on what they propose the level and the rate. But have to have a consultation and examination of the draft charging schedule.
- Levy rate is per sqm. Eg: £65psqm for residential house on implementation of planning permission.
- Part of the levy then sent out to PC's for development that takes place in the Parish. The norm is PC's get 15%, but if you have NP you get 25%.
- 1- is a deterrent for putting up more housing. 2 level is paid by land owner or the buyer- 15% and a 25%

**Proposal:** deferred from planning meeting. To decide Fowlmere Parish Council's submission.

Proposal that Cllr Brock organise FPC response with support from Cllr Collinson and Cllr Mulholland.

**Proposed by:** Cllr Collision

**Seconded by:** Cllr Mulholland

**motion passed**

- There then followed a wider discussion based on recent advice sent from CAPALC about the implications for Parish Councils of both the DevCo and Local Govt Reorganisation.
- CAPALC sent advice tailored to Fowlmere. It repeatedly stated that a Neighbourhood Plan is important especially with the need to be able to engage with new unitary council, councillors and officers. Having own piece of statutory framework more influence you will gain.
- Fowlmere could use the work done so far on the Community Led Plan as a starting point for a Neighbourhood Plan.
- As this meeting is the last before the election this should be a decision for the newly formed council to take in the May meeting.

#### 26/030 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. (paused)
- c) New project ideas

**Meeting Closed 21.44pm.**