



MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL**  
which was held in the Pavilion Room, Fowlmere Village Hall on  
**TUESDAY 19th May 2026 at 7:30 PM**

**PRESENT:** Cllr Baker-Oxley, Cllr Collinson, Cllr Fulton, Cllr Hobro, Cllr Jones,  
Cllr Mulholland (Chair), Cllr Nichols, Cllr Sargeant,

**IN ATTENDANCE:** The Clerk and approx 11 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**  
**All acceptance of off**

**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**

Cllr Hobro **nominated** Cllr Mulholland **Seconded by:** Cllr Baker-Oxley  
There were no other nominations. Cllr Mulholland was elected uncontested.  
Cllr Mulholland signed the 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**

Cllr Baker-Oxley had let Councillors know in advance that she did not wish to stand as Vice-Chair again.  
The Chair put on record his thanks to Cllr Baker-Oxley for her hard work and support over the last term.

An expression of interest in becoming Vice-Chair had been received from Cllr Brock and Cllr Hobro.

Cllr Nichols **nominated** Cllr Hobro **Seconded by:** Cllr Jones  
Cllr Sargeant **nominated** Cllr Brock **Seconded by:** Cllr Baker-Oxley

A blind vote was taken by paper slip.  
Cllr Brock won the vote and will sign his acceptance of office upon his return

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

Cllr Brock (Personal Commitments)

It was proposed to accept the apologies

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

**26/035 Parish Council Elections 2026**

The results of the Parish Council Elections held on 7th May 2026 were noted ([click here](#)). Councillors both new and re-elected were welcomed.

The Chair placed on record thanks to Councillors who have left the council, Cllr Lennon, Cllr Bryan and Cllr Roberts, and a thanks to all those that stood at the election.

All Councillors, both new and returning were encouraged to read the New Councillor Induction document.  
([click here](#))

**26/036 Declarations of interest & requests for dispensations in agenda items (Localism Act 2011 s31 s33)**

There were none

Councillors were reminded they must submit their Election Expenses forms to SCDC by 4th June

Councillors were 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 17th March 2026.

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

The minutes were signed by Cllr Mulholland (Chair)

**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

**Proposed by:** Cllr Mulholland **Seconded by:** Cllr Baker-Oxley **motion Passed**

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

a) County Council update: ([April report](#)) ([May report](#))

- Cllr McDonald was congratulated on his re-election to the District Council (Duxford Ward)
- County Council reports are available on the PC website.

- An additional £20m has been allocated to highways for pothole repairs with recent repairs undertaken in Fowlmere including The High Street (opposite The Chequers), Cambridge Road (at The Triangle), London Road and Rectory Lane.
- Gulley cleaning along Long Lane is booked in and due in the next 60 days.
- There is now money in the County Council budget for the signalisation at Flint Cross. Is hoped to happen this financial year. Final design reviews are being undertaken.
- The AVTech planning application at The Imperial War Museum, Duxford is expected in October. Expected to create 1200 jobs but there will be a traffic impact on the A505. Will be look at closely.

**Q.** While some pavements have been repaired, some pavements in the village are still bad. What is the best way to report pavements?

**A.** There is a new maintenance officer (George Carson) who is proactive. Reporting on the Aurora reporting tool, ideally with photos, is the best thing to do.

Cllr Hobro and Cllr Nichols agreed to work pro-actively on this.

**Q.** Thanked the County Council for the emphasis on the care for the elderly and those who look after them.

**A.** Good to hear it is appreciated. There are now 100 apprenticeships in adult social care, training the workforce of the future.

**b) District Council update: (April report) (May report)**

- Cllr Hobro was congratulated on his re-election to the District Council (Foxton Ward)
- District Council reports are available on the PC website.
- Pleasing to see ballots in 3 local villages meaning residents are interested in being involved. Of 104 parishes in South Cambs only 4 had a ballot, Fowlmere, Foxton, Thriplow&Heathfield and Papworth Everard.
- New reporting app for council tenants to report problems.
- Free water audits are available for Council tenants.
- Food waste collections have now started; so far there are no complaints, but a few compliments but if there any issues please let Cllr Hobro know
- ZCC grant for sustainability projects of up to £20,000, Parish Councils and Community groups including biodiversity projects can apply: opens 25th May closes 24th July.
- From next year (2027/28) the default payment schedule for Council Tax will be over 12months instead of 10.
- English devolution and empowerment Act received royal assent. Lots of small changes to local government that are detailed in the May Report.

**c) Open Forum (not to exceed 15 mins)**

**Q.** A resident asked "Have you developed your post purchase, first year budget, for the Chapel?"

**A.** Yes. The budget is being continuously worked on and is a live document. It will continue to evolve.

**Q.** The same resident asked "Do you intend to manage Chapel finances from a separate bank account?"

**A.** No - as it is not necessary. The accounts software enables the PC to manage different accounting areas.

**Q.** A resident reported on a village survey which she had recently conducted and had received 27 responses. The responses showed good support for the Playgroup but wanted more discussion and consultation about whether this was the right thing to spend a large amount of money on. There was a claim that communication with the village has been poor.

**A.** Cllr Collinson said he had been approached by a number of villagers concerned about the way in which the questions were written in the survey as they seemed designed to give a skewed response.

**A.** Cllr Hobro noted that the consultation and decision were taken a year ago. We are no longer at that stage. Re-opening old disagreements was not helpful. Further there was a Parish Council election just one week ago. If there was a strong feeling that the Parish Council's decision should be reversed then there was a clear opportunity for those that felt that way to stand as candidates.

**Q.** A 3rd resident asked if Councillors would be creating jobs that they would then apply for themselves at the Old Chapel?

**A.** The Chair said that the suggestion that Councillors were on the make with this project was out of order. The project would be volunteer led and that insinuations otherwise were disgraceful. The Chair then read out an email sent in January 2025 in full support of the project from the resident who conducted the recent "survey". Updates upon the project have been regularly placed in the F&TN as well as news items on the Parish Council's website.

**Q.** A resident asked County Councillor McDonald if Highways would look at the approach to potholes taken by other counties, citing Essex CC as a good example.

**A.** Cllr McDonald confirmed that the criteria for pothole repairs has been recently looked at and has been improved. This includes the quality control of repairs. There are negotiations ongoing for the contract renewal due next year where the County Council aims to build in further improvements.

## 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](#)*

- Clerk has reported pot holes along Long Lane, most of which have been fixed or marked up ready to be fixed. Additionally the Streetsign at Mill Rd/Shepreth Rd - been acknowledged to be fixed.
- New reporting tool "Aurora" is much better with much more visibility on the system.
- W3W locations can be helpful when the location is on a long stretch of road with few other means of identifying the locations accurately.

### b) MVAS Solar Panel.

MVAS on London Road; the batteries are needing to be charged more regularly than anticipated. Resident living next to it has been charging them for the Parish Council but this is not a long term solution.

**To Note:** Thank you to the member of the public who has been charging batteries.

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

**Proposed by:** Cllr Collinson      **Seconded by:** Cllr Baker-Oxley      **motion Passed**

### c) Speedwatch [update]

**To note:** Former Cllr Lennon offered to continue organising Speedwatch with her partner.

The Council wished to formally record their thanks for the work they have done and for continuing in the role.

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

There will be information and a Speedwatch sign up sheet at the Village Fête. Data from these initiatives goes towards LHI to reduce speeding in the village.

### 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.

Active Travel Officer has asked Parish Councils to suggest locations.

After a discussion it was agreed the Clerk would feedback locations to the CCC Officer, including a suggestion that they are needed on the National Speed Limit roads too.

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

- Clerk attended CCC Local Nature Recovery Strategy webinar. Slides will be sent round to Councillors. The information will be useful as we develop out bio-diversity policy and working group.
- Councillors (new and returning) are reminded to sign up to training which is important to support them in the role.
- Sustainable Travel Working Group had met recently - Cllr Hobro reported;
  - Elm Gardens public right of way was becoming overgrown; would like to organise a volunteer cut back. This was agreed. Cllr Hobro and Nichols to organise and circulate date to other Cllrs who offered to help if available.
  - Level 3 cycle training; Last year CCC suggested that they will fund training and were keen to improve access to courses. Interested parties to be contacted and the sustainable travel group to organise and liaise.

## 26/042 Membership of Committees for 2025/26 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*)

The previous "all members" policy had been due to quorum issues in the past with meetings being adhoc, this was now less of a problem with regular scheduled meetings.

Cllr Nichols, Cllr Jones, Cllr Sargeant would like to recuse themselves from this committee.

Cllr Sargeant agreed to be substitute if there was a quorum problem.

**Members:** Cllr Baker-Oxley, Cllr Brock, Cllr Collinson, Cllr Fulton, Cllr Hobro and Cllr Mulholland

**Substitute:** Cllr Sargeant

### b) Finance Committee (*previously Cllrs Baker-Oxley, Hobro, Lennon, Sargeant and Roberts*)

Cllr Jones to join the committee and be a bank signatory

**Members:** Cllr Baker-Oxley, Cllr Hobro, Cllr Jones and Cllr Sargeant

### c) HR Committee (*previously Cllrs Baker-Oxley, Brock, Lennon and Sargeant*)

Cllr Baker Oxley asked to stand down, Cllr Fulton and Cllr Nichols offered to join.

**Members:** Cllr Brock, Cllr Sargeant, Cllr Fulton, and Cllr Nichols.

### d) Old Chapel Delivery Committee (*previously Cllrs Baker-Oxley, Brock, Collinson, Hobro and Mulholland*)

Cllr Collinson to asked to stand down. Cllr Nichols and Cllr Jones offered mto join

**Members:** Cllr Baker-Oxley, Cllr Brock, Cllr Hobro, Cllr Mulholland, Cllr Nichols & Cllr Jones

### e) Parish Council Trustee on Village Hall Management Committee (*previously Cllr Roberts*)

Cllr Jones agreed to be the PC's Trustee.

## 26/043 Memberships of Working Groups

- a) LHI Working group: Cllr Hobro explained there was a member of the public keen to chair this group which he would also continue to be on. Cllr Jones also volunteered to be involved.
- b) Active/Sustainable Travel group: Cllr Hobro, Cllr Nichols would continue on this.
- c) ZCC / BioDiversity group (new group): Cllr Collinson, Cllr Hobro would help get this going with the Clerk.

## 26/044 Finance

a) To confirm Bank Account signatories (*previously Cllrs Baker-Oxley, Hobro, Lennon and Sargeant*)  
Cllr Sargeant, Cllr Baker-Oxley, Cllr Hobro & Cllr Jones

**Proposed by:** Cllr Collinson **Seconded by:** Cllr Baker-Oxley **motion Passed**

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

Points b) thru e) were proposed to be agreed enbloc

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

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.

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

h) **Bills to be paid**

- Parish Online **£400.00** (*Annual Website and email*)
- LGS Services **£200.00** (*Internal Audit*)
- Careium **£71.75** (*In home Personal alarms*)
- SSE **£41.56** (*Streetlighting*)

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

**Proposed by:** Cllr Collinson **Seconded by:** Cllr Baker-Oxley **motion Passed**

i) **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)

**j) Careium**

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

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

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

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

Land registry documents have shown that the land surrounding the Fire Engine shed including the full length and width of the access road was registered in the year 2000. The small patch of land that the shed sits on was left off this registration. The shed is therefore on unregistered land and not owned by anyone. The document shows access easements for the two houses at the start of the road but the PC does not have an easement to access either the shed or the gate to the Butts however this has not caused any issues since the land was registered 26 years ago.

The PC currently includes the shed in its insurance policy but we may wish to re-think this in future.

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

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

Amended Proposal: to circulate updated after changes from re-instatement values to agree between meetings so as to ensure there is not a period where the PC is not insured.

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

**26/045 AGAR 2025-2026**

**Proposal:**

- To receive and accept the Internal Auditors Report.
- To complete and approve the Annual Governance statements; (The Annual Governance statements were read out and agreed by Councillors at the meeting.)
- AGAR 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

**Proposal:** to receive accepts and approve a, b and c, to note d & e and to proceed to send the information to the external auditor.

**Proposed by:** Cllr Cllr Baker-Oxley      **Seconded by:** Cllr Collinson      **motion Passed**

Councillors wished to place on record their thanks to Clerk for her hard work in preparing the AGAR for Audit.

**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)

**Proposed by:** Cllr Baker-Oxley      **Seconded by:** Cllr Sargeant      **motion Passed**

Councillors wished to place on record an acknowledgement the work the Clerk put into getting the CiLCA qualification which allows the Parish Council to function more professionally.

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

- 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](#))

- m) Risk Assessment ([click here](#))
- n) Safeguarding ([click here](#))
- o) Social Media Guidance ([click here](#))
- p) Vexatious Communications and Complaints Policy ([click here](#))
- q) 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.

**Proposed by:** Cllr Baker- Oxley      **Seconded by:** Cllr Sargeant      **motion Passed**

- r) Privacy Notice for Councillors ([click here](#))
- s) 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.

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

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

The update was given earlier during the open forum item **26/020 c)**

Solicitors are moving forward with communication and it is hoped the purchase will be concluded soon.

#### **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.

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

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

Discussion was had regarding the difference in liability and cost for a full or part repair and the potential duration of the repair lasting.

Funding for the repair was asked about. It was explained that s.106 funds could be used for sports equipment for the replacement of the ramp areas.

**Proposal:** To receive the Skate ramp report and agree the quote for full repair @ £3294.00

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

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

Google form used to inspect the play equipment, once a week for insurance liability purposes.

Cllr Jones offered to help inspect The Butts play area, Clerk will continue with the Village Hall Play area.

Cllr Jones mentioned he had been asked by residents about the replacement of the swings at the butts. This will be brought back to a future meeting.

##### **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.

Availability and timings were discussed. Cllr Mulholland, Hobro, Collinson and the Clerk, will man the stall.

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

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

Anti-Social behaviour and littering.

Chair has been in touch with local PSCO, who stated to encourage residents to record incidents with the police, rather than to note the incidents on Facebook. This will help build up a picture of need in the village, and to be able to target the patrols. They have increased patrols in the village.

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

Experimental areas of keeping the grass long behind The Green, and near the beech tree. The edges of the grass areas will be cut.

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

Volunteer sites with projects for corporate days. Councillors to think of locations and feed back ideas.

##### **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.

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

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

- a) Recent and upcoming interments, memorials and transfers  
There have been none

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

Thanks were given to the Clerk for dealing with this unpleasant task.

**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](#))

**Proposed by:** Cllr Mulholland

**Seconded by:** Cllr Nichols

**motion Passed**

#### **26/052 Progress of ongoing projects**

**a)** Cllr Hobro suggested we look to smarten up the main Bus Shelter, a clean and paint.

It was agreed that Cllr Hobro and Cllr Nichols would look into this idea.

**b)** Cllr Nichols mentioned demand for Cycle Parking was increasing at Foxtton station and suggested that we look to work with Foxtton PC to see if provision could be increased.

It was agreed that Cllr Nichols would look to open a dialogue with Foxtton PC

**Meeting Closed 21.46pm.**