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 17th November 2026** in the **Old Chapel**, Chapel Lane, Fowlmere 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
12th November 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.

26/095 Apologies for absence *(LGA 1972 s 85(1))*
Proposal: To accept / not accept the declared apologies.

26/096 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.

26/097 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 15th September 2026.

26/098 To receive minutes of Committee Meetings
a) Finance Committee (23rd Oct 2025) ***(click here)***
Proposal: To receive the above minutes

26/099 Public Participation Session *(including reports received in advance)*
a) County Council update: ***(October report) (November report)***
b) District Council update: ***(October report) (November 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.)

26/100 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) Chrishall Grange LHI Update ***(Draft Design)***
Proposal: to agree with recommendations from the Chrishall Grange Community Group re: the Draft LHI design

26/101 Reports from meetings attended and/or training undertaken

26/102 Finance

a) To note: the financial situation of the council up to 11th November ***(click here)***

b) To note: bank reconciliation of accounts to 31st October *(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 **£536.47** *(Sept & October) (personal alarms) (LGA 1972 s137)*
- DD British Gas Lite Cemetery **£27.17** *(October & November) (Chapel Electricity) (Parish Councils Act 1957, s3)*
- DD SCDC **£53.38** *(October & November) (Cemetery Bin Collection) (LGA 1972 s.214(2))*
- DD Lebara Mobile **£6.58** *(September & October) (Parish Council telephone line) (LG(fp)A 1963 s.5)*
- DD Virtual Landline **3.75** *(November) (Parish Council telephone line) (LG(fp)A 1963 s.5)*
- DD Unity Trust credit card **£6.00** & Unity Trust Bank **£14** Admin Charge *(Sept & Oct)(LGA 1972 s.111)*
- DD Microsoft **£20.16** *(Sept & Oct) (Microsoft 365 subscription) (LGA 1972 s.111)*
- DD Adobe Acrobat **£33.44** *(Sept & Oct) (LGA 1972 s.111)*
- DD Scribe **£66.00** *(Oct & Nov) (Asset management system) (LGA 1972 s.111)*
- Clerks Salary, NI, HMRC & Pension *(***£confidential***) (Sept & Oct (LGA 1972 s.112)*
- Storage Rent and expenses **£200** *(Sept & Oct) (LGA 1972 s.111)*
- Amazon **£86.71** Stationary *(LGA 1972 s.111)*
- Tesco **£11.30** Stationary *(LGA 1972 s.111)*
- Fowlmere Village Hall **£24** *(LGA 1972 s.111)*
- CAPALC Councillor Training **£150.00 (***LGA 1972 s.175)*
- Hardy Landscapes **£550 & £1450.00** *(Village Grass Cutting)(Open Spaces Act 1906 ss9-10)*
- Hardy Landscapes **£380 & £540** *(Cemetery Hedge Cutting)(Open Spaces Act 1906 ss9-10)*
- SSE - Street Lighting **£82.30** *(Street Lighting) (Parish Councils Act 1957, s3)*
- Agriplant **£850.00** (Cutting of PRV's))(*Open Spaces Act 1906 ss9-10)*
- Birketts Transfer of Purchase funds **£252,299.00** *(LGA 1972 s.124***)**
- Shelford Trees **£400.00** *(Emergency Work from Survey) Open Spaces Act 1906 ss9-10)*
- Melbourn Community Library Donation **£90.00** *(LGA 1972 s.137)*
- Repair to Village Sign **£250.00** *(LGA 1972 s.144)*
- Red Shoes Accounting **£54.00** *(Payroll) (LGA 1972 s.111)*
- Birketts Costs associated with purchase **£10,586.60** *(LGA 1972 s.111)*
- Additional Insurance **£1438.75** *(LGA 1972 s.111)*
- Cemetery Water **£105.61** *(LGA 1972 s.214)*
- Handyman (Play equipment repairs) **£384.50** *(local Government (miscellaneous) Act 1976 s.19)*
- Screwfix **£22.27** *(local Government (miscellaneous) Act 1976 s.19)*
- Unity Trust Bank CHAPS Fee **£25.00** *(LGA 1972 s.111)*
- Donation to MAGPAS **£200.00** *(LGA 1972 s.137)*

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 & £126.34**
- Fowlmere Playgroup Rent: **£986.13** (October) **& 1134.79** (November)
- Refund of CHAPS Fee **£25.00**
- 2nd half of 2026/27 Precept (from SCDC) **£37,039.28**

To note: the income.

f) Grant Application

East Anglian Air Ambulance

Proposal: To agree the grant to East Anglian Air Ambulance

g) Budget Setting ***(Draft Budget)***

To note: The final 2027/28 budget will be presented to Full Council for approval at the January 2028 Full Council meeting.

Additional requests for budget allocations should be made by using this form. ***(request form here)***

26/103 Meeting Schedule 2026

a) To note: Proposed meeting schedule for 2027 ***(click here)***

b)Proposal: To accept the meeting schedule

26/104 FOI Disclosures ***(Disclosure Page)***

To note: the FOI disclosure page now on the website

26/105 Consultation on Partners Hackney Carriage and Private Hire Licensing Policy *(consultation)*
Proposal: To decide and agree a response (if any) to the above consultation.

26/106 Biodiversity Working Group *(draft proposals)*
a) Receive Report from working group.
b) Proposals:
i) To receive the provisional and draft recommendations from the Biodiversity Working Group pending quotations and additional feedback.
ii) To agree to use fallen wood to create a Dry Hedge along the Northern Cemetery Boundary fence along (adjacent) to Shepreth road.
iii) To organise litter picks along PRV's and other verges, liaising with clerk for RA and equipment needed.
iv) Subject to the outcome of resident discussions, and funds available to start the process of the projects regarding south wall of churchyard, and Savile way green wall.
c) To note: successful application for Biodiversity grant from SCDC

26/107 Trees, Grass and Hedges
a) To note: New tree survey received. ***(click here)***
Proposal: To agree quote for Tree Maintenance for the Cemetery: £1690.00
Proposal: To agree quote for Tree Maintenance for the Churchyard £1175.00
Proposal: To agree quote for Tree Maintenance for general areas Ryecroft Lane/Jacksons Way £1850.00
b) Round Moat ***(update including Autumn report)***

26/108 Remembrance Sunday:
Thank you to everyone who helped with the organisation and to those who were involved in the event.
To note: next year to organise a working group in the lead up to the event; to sweep and tidy the area and to liaise with the clerk about purchasing the plants needed.

26/109 Christmas Tree:
Proposal: To agree & organise a working group to place the Christmas tree in the memorial well.

26/110 Old Chapel Delivery Committee
To note: Completion of the Purchase on 6th October 2026
Proposal: To rename the committee Old Chapel Management Committee.
Proposal: To agree installation of Fibre broadband and decide on the speed/cost. ***(click here)***
To note and agree: the electricity contract to go on a fixed rate contract rather than more expensive "deemed" cost.
Proposal: for Festive Carols in the Old Chapel (Cllr Hobro)

26/111 Cemetery Management
a) Recent and upcoming interments, memorials and transfers
b) Churchyard Wall Memorials:

26/112 Shaw Close Sewerage Deed *(update)*
Motion to exclude public and press
To resolve: Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed the Council shall move to a closed session.

Motion to re-admit public and press
To resolve: that the confidential business has been concluded and that press and public be readmitted

26/113 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.

Parish Council - Tuesday 17th November
Planning Committee - Thursday 3rd December