

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL HELD**  
 IN SCHOOL ROOM, UNITED REFORMED CHURCH  
**19<sup>th</sup> MAY 2009 AT 7.30 PM**

**PRESENT:** Cllr M Bates (Chairman), Cllr P Cook, Cllr A Eades, Cllr P Flynn, Cllr W Kohler, Cllr D Roberts, Cllr D Woods, Mrs J Wright (Clerk)

**IN ATTENDANCE:** Cllr T Stone

|           |  | <b>Actions</b>                                    |
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| <b>1.</b> | <b>APOLOGIES</b> – There were no apologies for absence.  |   |
| <b>2.</b> | <p><b>ELECTION OF CHAIRMAN</b><br/>           Cllr Flynn nominated Cllr Bates, who declined. Further discussion took place concerning Councillors availability for the post of Chair and it was agreed to defer the elections until the next formal meeting, whilst in the meantime, meeting informally to discuss suitability for the elected positions / roles (Wed 10<sup>th</sup> June at 6pm at the Chapel – Mrs Wright to book the venue).</p> <p>The need to find a new Chair and also other Councillors is of key importance as having a rotating chair per meeting is not practical long-term. It was agreed to mail-shot all the houses in the village. Mrs Wright to draft a suitable letter.</p>   | <p><b>Mrs Wright</b></p> <p><b>Mrs Wright</b></p> |
| <b>3.</b> | <p><b>ELECTION OF VICE CHAIRMAN</b><br/>           As with Item 2, Item 3 has been deferred until the next formal meeting.</p>   |   |
| <b>4.</b> | <p><b>ELECTION OF COMMITTEES / REPRESENTATIVES</b><br/>           It was agreed that the committees would continue as constituted.</p>   |   |
| <b>5.</b> | <p><b>ACCEPTANCE OF OFFICE SIGNING</b><br/>           As with Item 2 &amp; 3, Item 5 has been deferred until the next formal meeting.</p>  |   |
| <b>6.</b> | <p><b>DECLARATIONS OF INTEREST</b><br/>           No items were declared</p>   |   |
| <b>7.</b> | <p><b>MINUTES OF MEETING OF 21 April 2009</b><br/>           The minutes were agreed and signed as a true record.</p>  |   |
| <b>8.</b> | <p><b>MATTERS ARISING</b><br/>           There were no matters arising</p>   |   |
| <b>9.</b> | <p><b>COUNTY COUNCIL AFFAIRS</b><br/>           Cllr Stone reported that he was in the middle of campaigning for the forthcoming elections. He had also attended the last full Council meeting and was pleased to report that the County Council had gained several awards this year including:</p> <ul style="list-style-type: none"> <li>• Level 3 of the Equality Standard for the way it has adopted equality and diversity processes.</li> <li>• Communications Team of the Year</li> <li>• Society of Information Technology Management – the council's website having earned 'Transactional' status</li> <li>• Government Business Award for the RECAP Waste Partnership</li> <li>• Recycling Scheme for Waste Cooking Oil nominated for an Environmental Innovation Award</li> <li>• School Meals Campaign Wins National Award – the Cost Sector Catering Marketing Award.</li> <li>• Natural England Award for its work to improve access to the natural environment.</li> <li>• Award Winning Riverside Bridge – which won the Waterways Renaissance Award</li> <li>• Shortlisted in the 2009 Municipal Journal Achievement Awards</li> <li>• Public Sectors Management Award</li> </ul> |   |

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|     | <p>Cllr Stone had received a complaint about a bench in Dovehouse Close, which was felt to be poorly placed and was in danger of becoming an unwanted congregation place. Cllr Stone to advise the residents concerned to speak directly to Cllr Kohler.</p> <p><b>Councillor Stone left the meeting at this point.</b></p>   |  |
| 10. | <p><b>PLANNING COMMITTEE</b><br/>Minutes of the previous meeting (28<sup>th</sup> April 2009) - The minutes were recapped for Cllr Cook, who does not sit on the Planning Committee. The minutes were agreed and signed as a true record and are recorded below:</p> <p style="text-align: center;"><b>MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN DOROTHY PLUCK ROOM, ST. MARY'S CHURCH on 28 April 2009 at 7.30pm</b></p> <p>PRESENT: Cllr D Roberts, Cllr P Flynn, Cllr M Bates, Cllr D Woods, Cllr W Kohler, Mrs J Fletcher (Clerk)</p> <p>APOLOGIES: Apologies were received from Cllr A Eades.</p> <p>(1) <b>Declarations of interest (if any)</b></p> <p>Before discussion, Cllr Roberts declared that if an application is later placed before South Cambridgeshire District Council she will approach any new information afresh.</p> <p>(2) <b>S/1779/08/LB – Installation of replacement signage (re-using existing lighting). Sean House Inn, High Street – Mr Rahman</b><br/>The Parish Council had no objections to this application and felt that the signs are discrete.<br/>The Parish Council would still like to have the flashing illuminated sign removed.</p> <p>(3) <b>Other Matters and Updates</b><br/>S/2207/07/F – Extension, Field Cottages, Chrishall Grange, Chrishall Grange Road – Ms M Linford &amp; Mr C Douthwaite<br/>The amended application was noted.</p> <p><u>Permissions</u><br/>S/0093/09/F – 25 Ryecroft Lane – permission granted</p> <p><u>Affordable Housing</u><br/>The requested street scene sketches had been received and viewed.</p> <p>This will matter will be an item on the 16<sup>th</sup> June main PC meeting.</p> <p><b>There being no further business the meeting closed at 7.45 pm</b></p> |  |
|     | <p style="text-align: center;"><b>MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE</b><br/>HELD IN THE SCHOOL ROOM, UNITED REFORM CHURCH,<br/>On 19 May 2009 at 7.00pm</p> <p>PRESENT: Cllr D Roberts (Chair), Cllr M Bates, Cllr A Eades, Cllr, P Flynn, Cllr W Kohler, Cllr D Woods, Mrs J Wright (Clerk)</p> <p>APOLOGIES: There were no apologies for absence.</p> <p>(1) <b>Declarations of interest (if any)</b></p> <p>Before discussion, Cllr Roberts declared that if an application is later placed before South Cambridgeshire District Council she will approach any new information afresh.</p>  |  |

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| <p>(2)</p> <p>(3)</p> <p>(4)</p> <p>(5)</p> <p>(6)</p> | <p>S/2207/07/F/LCJ – For information only.<br/>Extensions<br/><b>Field Cottages, Chrishall Grange, Chrishall Grange Road, Fowlmere,<br/>Ms M Linford and Mr C Douthwaite</b></p> <p>The Parish Council noted the amendment.</p> <p>S/0558/09/F<br/>Variation of condition 3 to allow windows at the first floor in the North West elevation<br/><b>Burnaby, Thriplow Road, Fowlmere,<br/>Mr Mark Townend &amp; Mrs Alison Townend</b></p> <p><i>Cllr Roberts requested to leave the room for this discussion due to a previous application which had resulted in a letter of complaint from the applicant. Cllr Roberts passed the item to the Vice-Chair, Cllr Flynn.</i></p> <p><i>The applicant, Mr Townend thanked Cllr Roberts for following protocol and added comment about the request to change a fixed window to a hinged, opening window. The applicants wish to seek to protect their neighbours' privacy, using obscured glass and hinging the window in such a manner that the neighbours' property would not be overlooked. Cllr Flynn also read out a supporting statement from the Townend's application.</i></p> <p>The Council recommended agreement to the request on the basis of maintaining privacy to the adjoining property.</p> <p>S/0594/09/F<br/>Replacement porch, extension to roof and alterations<br/><b>9 Chapel Lane, Fowlmere<br/>Dr &amp; Mrs Hobro</b></p> <p>The Council had no objections to this request as it will match the character of the existing building</p> <p>S/0595/09/LB<br/>Alter interior and exterior – install 2 new fire surrounds and open hearth (g.f), remove external stair. Remodel back stair to f.f. Replace and enlarge glazed porch. Remove modern floor in attached cottage, install spiral stair and gallery. Changes to windows, door and roofs.<br/><b>9 Chapel Lane, Fowlmere<br/>Dr &amp; Mrs Hobro</b></p> <p>The Council had no objections to the application as the improvements will be much in keeping with the historical fabric of the house.</p> <p><b>Other Matters and Updates</b></p> <p><b>There being no further business the meeting closed at 7.20 pm</b></p> |                          |
| <p>10b.</p>  | <p><b>AFFORDABLE HOUSING</b><br/>The Council were asked to give a definitive decision about the preferred Affordable Housing scheme within the Thriplow / Cambridge Road triangle. The Council <u>only</u> support Option A, (Cambridge Road access) because this causes the least impact, especially in relation to all interested parties. Mrs Wright to respond to Circle Anglia.</p> <p>It should be noted that the Council do not support Option C, (Shepreth Road) at present but this could be considered at a later date.</p>  | <p><b>Mrs Wright</b></p> |
| <p>12.</p>   | <p><b>BURIAL BOARD</b></p>   |                          |

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|                                     | <p>Cllr Roberts reported a possible unauthorised interment of cremated remains at the cemetery. Mrs Wright was able to confirm that Cecil Newlings had neglected to ask for permission in advance and had apologised and completed the necessary paperwork on the actual date of burial (19 May 09). Cllr Bates to contact Cecil Newlings</p> <p>Cllr Roberts reported that there were some trees starting to grow out of some graves which needed clearing. Cllr Eades and Cllr Roberts to remove trees.</p> <p>It was agreed that a general cemetery clear-up was needed. Cllr Bates to assess and also maintain the gate as required with a view to setting a date at the next meeting for a cemetery clear-up in August.</p>   | <p><b>Cllr Bates</b></p> <p><b>Cllr Roberts &amp; Cllr Eades</b></p> <p><b>Cllr Bates</b></p> <p><b>(Mrs Wright)</b></p> |
| <p><b>13.</b></p> <p><b>(a)</b></p> | <p><b>TREES, GRASS AND HEDGES</b><br/>Cllr Bates, Cllr Roberts and Cllr Woods to meet at 10am on Thursday 4<sup>th</sup> June 09 at the Cemetery to discuss the new boundary hedge.</p> <p>Cllr Woods reported that she had complained to Hardys about the last grass cutting, which they have now re-done to a much better standard, including the area behind Jackson's Way which had previously been left because of the bulbs growing.</p> <p>Cllr Roberts mentioned that the verges in Shepreth Road had not been cut for some time. Cllr Woods to report to Hardys.</p> <p><b>The Round Moat</b><br/>Cllr Bates and Cllr Woods met with David Kenney from English Heritage along with two representatives from SCDC about the Round Moat. There may be finance available through schemes run by the County and 'Natural England' to turn the area into a designated "Local Nature Reserve". Mr Kenney to look into this, conduct a tree survey and report back with a view to making an application for funding once any existing funding expires.</p> <p>There has been a report of a possible garden extension at 1 Ryecroft Lane into the moat area. Cllr Roberts to speak to the Conservation Officer at SCDC.</p> | <p><b>Cllr Bates, Cllr Roberts, Cllr Woods</b></p> <p><b>Cllr Woods</b></p> <p><b>Cllr Roberts</b></p>                   |
| <p><b>14.</b></p> <p><b>(a)</b></p> | <p>Minutes of the meeting of <b>Fowlmere Parish Council Finance and General Purposes Committee</b> held at the Dorothy Pluck Room, St Mary's Church, Fowlmere, Tuesday 7 April 2009 at 7-30 p.m.</p> <p><b>Present:</b> Cllr D Woods (Chairman Finance), Cllr M Bates (PC Chairman), Cllrs. Roberts, Flynn, Cook, and Kohler</p> <p><b>Apologies for Absence:</b> Mrs J Fletcher</p> <p>1. <b>Minutes of the previous meeting</b><br/>Had already been ratified at the January 2009 Parish Council meeting</p> <p>2. <b>Matters arising</b><br/><u>Planters at War Memorial</u><br/>Cllr Kohler confirmed that he is now in a position to make a replacement planter, plus a spare. This will be done soon.</p> <p>3. <b>Review of Income and Expenditure</b><br/>Cllr Woods confirmed that at the end of the financial year 2009 we were £3759.52 under budget.</p> <p>Cllr Woods reported that the cemetery rates had increased to £336.70 per annum. This is because the Government has informed SCDC that the transitional charge that was credited last year will not be done this year. Cllr</p>   | <p><b>Cllr Kohler</b></p>  |

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|                       | <p>Woods commented that it would have been useful to have had this information before setting the precept for the year.</p> <p>4. <b>Trees and Grass</b><br/>Care for Trees had carried out the work on the tree at Jackson's Way.</p> <p>Email from Mrs Sanders regarding trees overhanging her property from the churchyard was discussed. Cllr Bates had already discussed this matter with the Clerk who would respond to Mrs Sanders.</p> <p>Still no advice of meeting date from English Heritage. This should be chased up.</p> <p>Cllrs Woods, Roberts &amp; Bates still to meet at cemetery regarding cemetery hedge. Cllr Woods will arrange this as soon as convenient.</p> <p>5. <b>Future Projects</b><br/>Agreed there is no amendment to the projects committed for the forthcoming year.</p> <p>6. <b>Other matters</b><br/><b>Contribution to bus shelter Youth Project</b></p> <p><b>Cllr Kohler declared a personal and prejudicial interest and left the room</b><br/>Email outlining the proposed project had been received from Kirstin Bicknell. Following discussions Cllrs Woods, Flynn, Bates and Cook agreed that the PC could contribute £200 to support the project. All agreed that this was a very worthwhile project that would involve the children from Fowlmere School.</p> <p>Following ratification of this, the Clerk will be asked to confirm this to Kirstin Bicknell.</p> <p>Cllr Kohler was asked to return to the meeting.</p> <p>Cllr Woods had brought a picture of the renovation to the lectern and chair which had been done by Les Thurley. Cllr Woods had sent a thank you note. Mr Thurley will now try to renovate the bier.</p> <p>7. <b>Date of next meeting – Tuesday 7 July 2009</b></p> <p><b>Meeting closed at 7:45pm</b></p> <p>(b) It was agreed by the Council that the 2008-9 accounts could be adopted.</p> <p><b>Cheques signed since April 2009 Meeting</b></p> <table border="0"> <tr> <td>Allianz Insurance PLC</td> <td>Annual Insurance</td> <td>£1037.71</td> </tr> <tr> <td>Julie Fletcher</td> <td>April Salary</td> <td>£404.64</td> </tr> <tr> <td>CPALC</td> <td>Annual Membership</td> <td>£333.62</td> </tr> <tr> <td>BT Payment Services</td> <td>J Fletcher's final Phone bill</td> <td>£15.32</td> </tr> <tr> <td>Hardy Landscapes</td> <td>Grass cutting April 09</td> <td>£1175.02</td> </tr> <tr> <td>Seniorlink</td> <td>April 09</td> <td>£49.16</td> </tr> </table> | Allianz Insurance PLC               | Annual Insurance | £1037.71 | Julie Fletcher | April Salary | £404.64 | CPALC | Annual Membership | £333.62 | BT Payment Services | J Fletcher's final Phone bill | £15.32 | Hardy Landscapes | Grass cutting April 09 | £1175.02 | Seniorlink | April 09 | £49.16 | <p>Clerk</p> <p>Cllr Bates</p> <p>Cllr Woods</p> <p>Clerk</p> |
| Allianz Insurance PLC | Annual Insurance  | £1037.71                            |                  |          |                |              |         |       |                   |         |                     |                               |        |                  |                        |          |            |          |        |   |
| Julie Fletcher        | April Salary  | £404.64                             |                  |          |                |              |         |       |                   |         |                     |                               |        |                  |                        |          |            |          |        |   |
| CPALC                 | Annual Membership   | £333.62                             |                  |          |                |              |         |       |                   |         |                     |                               |        |                  |                        |          |            |          |        |   |
| BT Payment Services   | J Fletcher's final Phone bill   | £15.32                              |                  |          |                |              |         |       |                   |         |                     |                               |        |                  |                        |          |            |          |        |   |
| Hardy Landscapes      | Grass cutting April 09  | £1175.02                            |                  |          |                |              |         |       |                   |         |                     |                               |        |                  |                        |          |            |          |        |   |
| Seniorlink            | April 09  | £49.16                              |                  |          |                |              |         |       |                   |         |                     |                               |        |                  |                        |          |            |          |        |   |
| <p>15.</p>            | <p><b>CORRESPONDENCE</b><br/>It was noted that Deborah Roberts e-mail address was no longer valid on the website. Mrs Wright to update.</p> <p>Re the email from Mr and Mrs Sanders in Savile Way concerning overhanging trees from the Church. It was agreed that they would need to speak to the Tree Office at SCDC about cutting them back but the Council also wanted to draw their attention to any nesting birds, so to avoid any work over the Spring and Summer months. Mrs</p>  | <p>Mrs Wright</p> <p>Mrs Wright</p> |                  |          |                |              |         |       |                   |         |                     |                               |        |                  |                        |          |            |          |        |   |

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|            | <p>Wright to reply to Mr and Mrs Sanders.</p> <p>Re the School advertising the Summer Fair on a banner attached to the pump house for the week leading up to the fair. The Council agreed this was fine but it would have to be removed if there were any complaints and please could it be removed on the day after the event. Mrs Wright to reply</p> <p>Re the request from Mr Lester in Ryecroft Lane concerning the Trees by the Most. Mrs Wright to explain to Mr Lester that we need to await the outcome of the SCDC / English Heritage Report before proceeding with any work on the trees.</p> <p>Re Mr Collins in Dovehouse Close. Chris Wall to undertake remedial action on the tree in question for £20. Cllr Kohler to ask Chris to commence the work.</p> | <p><b>Mrs Wright</b></p> <p><b>Mrs Wright</b></p> <p><b>Cllr Kohler</b></p> |
| <b>16.</b> | <b>OTHER MATTERS</b>  |   |
| <b>(a)</b> | <p><u>Youth Project</u><br/>Cllr Kohler is attending the meetings and he updated the Council that the Bus Shelter project is to involve the current Year 6 and several other lower years. Cllr Kohler was also able to confirm that the School have successfully achieved the remainder of the required funding.</p> <p>Re the Bus Shelter. There is woodworm on the outer skin, which won't affect the tiles on the inner skin but it was agreed by the Council that it should be treated. Cllr Bates and Cllr Roberts to assess</p>   | <p><b>Cllr Bates and Cllr Roberts</b></p>                                   |
| <b>(b)</b> | <p><u>Parish Councillors</u><br/>It was earlier agreed that Mrs Wright will draft a mail-shot for all households in Fowlmere, advertising the need for more Parish Councillors</p>  | <b>Mrs Wright</b>   |
| <b>(c)</b> | <p><u>Location of Meetings</u><br/>Mrs Wright to write to both secretaries of the Church and Chapel, asking them to advise the Council of billing and rate changes with at least 3 months notice. This is with a view to continuing to hold meetings at both locations and further supporting them.</p>   | <b>Mrs Wright</b>   |
| <b>17.</b> | <b>CONFIRM DATES OF NEXT MEETINGS</b>   |   |
|            | <p>PC Meeting                      Tuesday, 16<sup>th</sup> June 2009<br/> Finance Meeting                Tuesday, 7<sup>th</sup> July 2009<br/> PC Meeting                      Tuesday, 21<sup>st</sup> July 2009<br/> Please note, there will not be a meeting in August.<br/> PC Meeting                      Tuesday 15<sup>th</sup> September 2009</p> <p>The informal meeting of the Council will be on Wed 10<sup>th</sup> June at the Chapel at 6pm.<br/> Mrs Wright to book the venue</p>   | <b>Mrs Wright</b>   |
|            | <b>The meeting closed at 8.47 pm</b>  |   |
|            | <p align="center"><b>Clerk to the Parish Council:</b><br/> <b>Mrs Jackie Wright, 32 Chapel Lane, Fowlmere, SG8 7SD</b><br/> <b>Tel: 01763 209096</b><br/> <b>E-mail: fowlmereparishclerk@btopenworld.com</b></p>  |   |