

MINUTES OF THE **MEETING OF FOWLMERE PARISH COUNCIL** HELD
IN THE SCHOOL ROOM, UNITED REFORMED CHURCH, CHAPEL LANE
18TH MAY 2010 AT 7.30 PM

PRESENT: Cllr D Roberts (Chairman), Cllr M Bates, Cllr A Eades, Cllr P Flynn, Cllr E O'Regan, Cllr Schonken, Mrs J Wright (Clerk)

IN ATTENDANCE: There were no attendees

		Actions
1.	APOLOGIES FOR ABSENCE: No apologies were received.	
2.	ELECTION OF CHAIRMAN: Cllr Flynn proposed Cllr Roberts remain as Chairman. Cllr Eades seconded this motion and all agreed. Cllr Roberts accepted the post.	
3.	ELECTION OF VICE-CHAIRMAN: Cllr Roberts proposed Cllr Eades as Vice-Chairman, Cllr Schonken seconded this motion and all agreed. Cllr Eades accepted the post.	
4.	ELECTION OF COMMITTEES / REPRESENTATIVES: Cllr Roberts asked for any changes to committees. Cllr O'Regan to withdraw from Planning due to her new commitment as Finance Chair. Cllr Flynn to step down from Vice-Chair of Planning. Cllr O'Regan to join Burial Board.	
5.	ACCEPTANCE OF OFFICE SIGNING: All documentation was signed, other than Vice-Chair of Planning at this stage.	
6.	DECLARATION OF INTEREST IN AGENDA ITEMS: No items were declared	
7.	MINUTES OF THE PARISH COUNCIL MEETING OF 20TH APRIL 2010: Item 10 - Cllr Bates said that he had only submitted the application to register the land, not the actual HLS agreement. The minutes were agreed and signed as a true record.	
8.	MATTERS ARISING: Following receipt of the Seniorlink paperwork from Dorothy Woods, the Clerk was requested to double check that there are no surplus units re seniorlink that need collecting. We may need to purchase a spare one. Poor Allotment's Charity. Cllr Roberts read out the correspondence from Lisa Turner, the Churchwarden regarding the presence of a PC member on the charity and how this is not required. Clerk to change Charity Commission person of contact to Dorothy Woods, not the Clerk.	Clerk Clerk
9.	VILLAGE HALL: The latest minutes have been circulated to all Councillors. The VH committee are now aware of the current situation re the video cameras. Cllr Roberts said there is still a large deficit. Cllr Bates reported that he had petitioned residents about future possible usage of the VH. Responses were coming in slowly. One response suggested all households contribute £10-£15 to the VH per year. A lot of external people from the village use the VH so it's unfair to ask residents to supply a venue for non-residents. The scales of charge are being	

	<p>reviewed and are suggested to be increased in line with other halls in the area – this is not yet agreed.</p> <p>Cllr Bates said the VH can apply for additional grants for example for a new boiler / heating upgrade and one scheme does supply some revenue funding. There will be a lot of competition for this money and firm decisions need to be taken regarding the exact usage of the funding. The lack of a business plan seems to be key to the way forward and also applying for SCDC funding is crucial.</p> <p>The Cllrs were given copies of the lease (additional copies required for Cllr Eades and Cllr Bates) to read the detail for the next meeting – this should be put on the Planning Agenda for the 1st June at 7:30pm at the Church.</p>	Clerk
10.	<p>COUNTY COUNCIL AFFAIRS: Councillor Stone was unable to attend the meeting.</p>	
11.	<p>PLANNING COMMITTEE: a) MINUTES FROM 20TH APRIL 2010</p> <p style="text-align: center;">MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE SCHOOL ROOM, URC, CHAPEL LANE, ON 20TH APRIL 2010 AT 8:30PM</p> <p>PRESENT: Cllr D Roberts (Chair), Cllr M Bates, Cllr A Eades, Cllr P Flynn, Cllr, E O'Regan and Mrs J Wright (Clerk)</p> <p>APOLOGIES: There were apologies from Cllr Kohler</p> <ol style="list-style-type: none"> 1. Declarations of interest (if any) Before discussion, Cllr Roberts declared that if an application is later placed before South Cambridgeshire District Council she will approach any new information afresh. 2. S/0299/10/F Change of Use from Stables to Boarding Cattery Springfields, Fowlmere Road, Melbourn Parish of Fowlmere Mrs Maxine Blythe The Parish Council recommend approval as the development is quite in keeping and there is no intrusion visually or otherwise to any other properties 3. S/0474/10F Extension following demolition of existing lean-to. Farmhouse Dottrell Hall Farm, Newmarket Road, Fowlmere, Cambs, SG8 7PD Mr & Mrs G Boulton The Parish Council had no objections and support the application as it is a suitable use of an area in the countryside. The PC have never had any complaints, as the site is already well used for the proposed purpose. 4. S/0156/10/LB – For information only – APPLICATION WITHDRAWN Insert 2 new sash windows, 2nd floor south elevation 	

	<p>9 Chapel Lane, Fowlmere, Cambridgeshire, SG8 7SA Dr James Hobro</p> <p>The Council noted the decision</p> <p>5. S/1789/09/F – For information only – PERMISSION GRANTED Variation of Condition 1 of Planning Permission to allow for continued use of the agreed scheduled power operated machines for the already permitted hours of use Welding Alloys Ltd, The Way, Fowlmere</p> <p>The Council noted the decision</p> <p>6. S/0031/10/F – For information only – PERMISSION REFUSED Relocation of Access Deans Farm, Shepreth Road Mr T Deans</p> <p>The Council noted the decision</p> <p>7. S/0032/10/F – For information only – PERMISSION GRANTED Erection of a garden shed, Enclosure for an External Boiler and Siting of a New Oil Tank 9 Chapel Lane, Fowlmere Mr James Hobro</p> <p>The Council noted the decision</p> <p>8. S/0002/10/LDC – For information only Certificate of Proposed Lawful Use or Development 3 Aldous Court, Fowlmere</p> <p>The Council noted the decision</p> <p>9. Other Matters and Updates There being no further business, the meeting closed at 9.00pm</p> <p>The minutes were agreed as a true record.</p>	
12.	<p>BURIAL BOARD: Two invoices have been raised – one for A Willers (headstone) and Brazier (purchase of a grave) – both have been paid.</p> <p>Damage to the cemetery fencing has been fixed and the situation was handled very well by Martin Sheldrick.</p>	
13.	<p>TREES, GRASS AND HEDGES: Cllr Schonken left the room as he is a close neighbour of Mr and Mrs Sanders.</p> <p>The Clerk reported that residents who live next to the Church have got problems with overhanging trees from the Churchyard. They have got a quote for the repair work and are seeking responsibility and finance from the PC for the work.</p>	

	<p>Cllr Roberts said the PC are responsible for the grass but not the trees in the Churchyard. The Parochial Church Council are responsible for the care and maintenance of their churchyard, except for the grass-cutting. The Clerk was asked to send a letter to the vicar (The Reverend Canon Linda Church), with a copy of the initial correspondence, asking for the PCC to take over the matter (keeping Mr and Mrs Sanders informed too.)</p> <p>Cllr Schonken returned to the meeting.</p> <p>The Clerk reported on one quote received so far for Tree 21 (£1500 plus VAT). Await for further two quotes.</p> <p>Cllr O'Regan has removed the wire from the tree in the Moat area – thanks to her for her efforts.</p> <p>a) GARDEN AT TAKDIR RESTAURANT: There was fallen wood in the gateway in the garden. It was agreed that the Clerk contact Environment Health as residents are concerned about the state of the garden, especially for those residents who overlook it.</p>	<p>Clerk</p> <p>Clerk</p>
14.	<p>FINANCE AND GENERAL PURPOSES: a) FINANCE MINUTES FROM 20TH APRIL AND 11TH MAY 2010</p> <p>Minutes of the meeting of Fowlmere Parish Council Finance and General Purposes Committee held at the School Room, URC, Chapel Lane, Fowlmere, Tuesday 20th April 2010 at 7:00 p.m.</p> <p>Present: Cllr M Bates, Cllr P Flynn, Cllr O'Regan, Cllr N Schonken, Cllr D Roberts and Mrs J Wright (Clerk).</p> <p>1. Apologies for Absence: Cllr W Kohler</p> <p>2. Minutes of the previous meeting / Matters Arising The minutes of the previous meeting had already been ratified at the January 2010 Parish Council Meeting. There were no matters arising, which would not be addressed in the agenda.</p> <p>3. Resignation of Finance Chairman and interim arrangements Cllr Roberts reported that Cllr Woods and Cllr Cook have now resigned from the Parish Council and therefore we need to seek a new Chair of Finance. Cllr O'Regan volunteered for the position and Cllr Schonken offered to be Vice-Chair. Cllr Roberts thanked them for volunteering. The Clerk to copy all relevant material to Cllr O'Regan and also to seek the necessary paperwork from Mrs Woods for a handover.</p> <p>The Clerk to send a letters of thanks to both Mrs Cook and Mrs Woods for their support</p> <p>4. Clerks Salary and Review The Clerk was asked to leave the meeting at this point and there will be a separate record by the Chairman of this particular agenda item (below).</p> <p><i>“The clerk to the PC left the room and members of the public were barred whilst the PC had a brief discussion in regard to the latest information that has been received from the Cambridgeshire Association of Local Councils on the most up to date levels of</i></p>	

clerks salaries. Dates would be arranged for the Finance Committee in which to formulate an offer to Mrs Wright. The clerk was asked to return to the meeting and the public was also welcomed back”

The outcome has resulted in a meeting between Cllr Roberts, Cllr O'Regan and Cllr Schonken on Tuesday 27th April at 7:00 at the Chapel, followed by a meeting with the Clerk, Cllr Roberts, Cllr O'Regan and Cllr Schonken prior to the village meeting at 7:00pm on Tuesday 4th May at the Church. The next full Finance Meeting will be held on Tuesday 11th May at the Chapel – Clerk to book rooms.

5. Review of Income and Expenditure

The Clerk gave an update of the interim arrangements and the finances are in good shape but this will be covered in more detail in the next meeting on 11th May 2010

6. Precept

Again, this will be covered in more detail in the next meeting on 11th May 2010.

7. Trees and Grass

Grass-cutting has now started and the Clerk will keep an eye on the budget.

8. Future Projects

The cost of the proposed new swings needs to be investigated further as they are currently over budget (£6450 plus VAT and a budget of £4400), despite a £750 discount due to the grant achieved.

9. Other matters

There were no other matters for discussion

10. Date of next meeting

Full Finance Meeting on Tuesday 11th May 2010 at the Chapel.

The meeting closed at 7:30pm

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee** held at the School Room, URC, Chapel Lane, Fowlmere, Tuesday 11th May 2010 at 7:30 p.m.

Present: Cllr O'Regan (Chair), Cllr P Flynn, Cllr N Schonken, Cllr D Roberts and Mrs J Wright (Clerk).

1. Apologies for Absence: Cllr M Bates and Cllr W Kohler

2. Minutes of the previous meeting / Matters Arising

The minutes of the previous meeting (20th April) were agreed and will be ratified at the May 2010 Parish Council Meeting.

There were no matters arising, which would not be addressed in the agenda.

3. Confirmation of new Chair and Vice-Chair of Finance

The Clerk invited nominations for a new Chair of Finance. Cllr Roberts proposed Cllr O'Regan and Cllr Schonken seconded. There were no further nominations and all agreed. Cllr O'Regan accepted the post.

Cllr O'Regan invited nominations for a new Vice-Chair of Finance and proposed Cllr Schonken. Cllr Flynn seconded. There were no further nominations and all agreed. Cllr Schonken accepted the post.

4. Discussions had taken place regarding the Clerks salary and this is following recommendations from CPALC (The Cambridgeshire and Peterborough Association of Local Councils.) The Clerks salary will be increased in-keeping with the recommendations in two stages – backdated to April 2010 and then revised in April 2011. The Chair of Finance to document the details in a letter, to be formalised at the next PC meeting. The Clerk has agreed with the proposed 2 year increment period.

5. Review of Income and Expenditure

Cllr O'Regan explained that there were no unexpected items of income or expenditure in the current financial year. The Clerk has an appointment to see the Accountant about the internal audit on Thursday 13th May 2010.

6. Precept

The precept has been set for the current year but Cllr Schonken questioned the money set aside for 'future projects' which currently assumes all available funds. He suggested that the PC needs an 'emergency fund' and that when a need arises, the money in the future projects fund is allocated via Councillor agreement.

Three companies have been formally approached to tender for the removal of the dead tree in the Moat.

The swings have £4400 budgeted for them but will cost an additional £1350 (including the £700 grant from SCDC.) as safety matting had not been budgeted for originally. It was agreed that the senior swings are ordered and if finances allow at the end of the financial year, the toddler swings are ordered then. Cllr Flynn reported that the school has requested the senior swings as being more important, due to the growing number of children in the village who will use them.

Clerk therefore to order the senior swings now and confirm the quoted price for the toddler swings will be held until the end of the financial year.

The Clerk to also chase the ROSPA report as the visit has taken place.

7. Trees, Grass and Hedges

a) Gardencare work in Ryecroft Lane

The Clerk to ask Cllr Bates to explain the exact details of the stewardship application for the Moat area, to see if this prevents the Council undertaking paid work in the moat area in the meantime. This will impact on when the next tranche of work can begin ie the trees along the roadside in Ryecroft Lane.

The Clerk explained the situation of the new damage to the cemetery fencing caused by the contractors, Rands on Martin Sheldrake's land. Mr Sheldrake has been swift to

	<p>apologise and get back in touch with the Clerk, explaining that Rands should repair the damage this week. It was agreed that if the damage has not been repaired to a satisfactory standard within a week, to write back to Mr Sheldrake explaining that the PC would seek to ask Gardencare to mend the fencing and Mr Sheldrake would be billed accordingly.</p> <p>8. Future Projects a)Swings These had been discussed earlier</p> <p>b) Village Hall CCTV. It was agreed that the Clerk should write to the Village Hall saying the £850 was available for the camera but they would need to find the funding for the new cameras, to bring them up to the required standard, at the same time. They may wish to apply to the PC by the end of the calendar year for consideration in the 2010-2011 precept budget.</p> <p>9. Other matters There were no other matters for discussion</p> <p>Cllr Roberts said she would seek to obtain a list of available funding sources from SCDC as this would be useful in any future if money is required for new playground equipment etc</p> <p>10. Date of next meeting. 7:00pm on the 20th July, before the PC Meeting at the Chapel (not 13th July as previously stated – Clerk to cancel the Church booking).</p> <p>The Meeting closed at 8:20pm </p> <p>b) ADOPTION OF ACCOUNTS It was agreed by the Council that the 2009-2010 accounts could be adopted and the audit forms were signed accordingly.</p> <p>The Clerks salary rise has been agreed and this has been confirmed in writing. Clerk to reply in writing (and to attend a Clerks intensive training course in September / October.)</p> <p>The Swings on the Butts may be possible within budget with reduced matting. Cllr Roberts to accompany the Clerk to assess the level of matting required (and Clerk to check with ROSPA)</p>	<p>Clerk</p> <p>Clerk and Cllr Roberts</p>
15.	<p>CORRESPONDENCE:</p> <p>Clerk to send Cllr Stone Mike Coopers response re trees on Thriplow Triangle issue and ask him to please insist the County Council let the Parish Councils know about such requests in the future.</p> <p>The Clerk reported that we have a resident who would like to join the PC. It was agreed to invite him to the June meeting at 7:15pm for an informal meeting prior to the main PC.</p>	<p>Clerk</p> <p>Clerk</p>
16.	<p>ACTION LIST UPDATE: Clerk to request Land Registry info on 1 Ryecroft Lane.</p>	<p>Clerk</p>

	<p>Clerk to ask Cllr Stone to urgently press for pot-hole repairs on the school road (also mentioning the Foxton turning and the road to Newton).</p> <p>Clerk to also request update from Cllr Stone on the issue of signage for Rectory Lane for large vehicles.</p>	<p>Clerk</p> <p>Clerk</p>
17.	<p>OTHER MATTERS:</p> <p>As requested, Cllr Bates reported on what exactly a HLS agreement is. He reported that 'Stewardship' is a Government scheme (Natural England) which aims to secure environmental benefit, there are several levels and we have been advised we may be able to secure it for the Moat area. We might need an agent to help with the forms but costs are high. It is a ten-year agreement, with payments every 6 months. The land must be registered with the rural payments agency beforehand. An ongoing management plan needs to be agreed. It was agreed to put this onto the agenda for a Finance Meeting (7pm on Tuesday 1st June)</p> <p>Cllr Kohler has been unable to attend several meetings recently due to ill health and work commitments. It was suggested the Clerk send an e-mail to ask Cllr Kohler about his availability to return to meetings.</p> <p>The meeting closed at 9:00pm</p>	<p>(Clerk)</p> <p>Clerk</p>