

Minutes of a Meeting of FULBOURN PARISH COUNCIL held in The Fulbourn Centre, Home End, Fulbourn on Wednesday, 10th December 2014.

Present: Councillor Drage (Chairman) and Councillors Brown, Bullen, Dawson, Lacey, Mair, Newell, Rickett, Sheldon, Sitton, Smith, Thorn, Ward and Williams and the Clerk.

This item was taken first	Action
<p>93 Street Lighting. Designs of the Street Lighting had been on public display prior to tonight's meeting. Keeley Russell from Balfour Beatty explained the background to Council advising that CCC had won a PFI grant to update the street lighting stock. The concrete columns needed replacing and columns that were failing were not being replaced by the Local Authority. Balfour Beatty the appointed contractors have been told what to use. Although BB is behind with the whole process, leaflets have been delivered to residents. In preparation BB have been planting columns in place but should any issues arise these can be changed. Works are due to commence in the middle of January 2015 so there is still time to discuss what columns stay or are swapped. Works are expected to take 6 – 8 weeks. UK Power Networks will connect the old lights to the new then BB will come back and take out the old columns. Keeley is here to work with Parish Councils advising any PC's should not deal with any complaints but they should be referred back to her. All Traffic Routes are lit to British Safety Standards and BB is dealing with 6,000 lights across the county. Keeley said there were to be 25 removals from Fulbourn following a survey of the village and if any prove controversial, they will not be removed. There is an option for PC's to take on some lighting which would cost £60 per column per annum if they did so. When removing old columns, BB use barriers and not walk boards for Health and Safety reasons. Keeley was thanked for her presentation. Parish Council will now study the design plans.</p> <p>88 To accept apologies for absence. Cllr Scarr.</p> <p>89 To notify the clerk of any declarations of interest that will be declared by members for any item to be discussed. Cllr Lacey – Personal and Prejudicial Item 95; Cllr Mair – Personal Item 100.7</p> <p>90 Police Report. PCSO Julie Harjedini attended the Christmas lights switch on in the village at the weekend swapping her rest day so is unable to attend tonight's meeting. Public & Press - You are invited to attend the whole meeting and are welcome to speak at our Open Forum at the beginning of the meeting. Graham Cone introduced himself advising he standing as the Conservative candidate in the District Council election May 2015.</p> <p>91 To approve the minutes of the last meeting. The Minutes were accepted as a true record and signed by the Chairman.</p> <p>92 Matters arising from the last meeting. 92.1 <u>Pavilion</u> update. Simon Danischewsky agreed to meet the Recreation Ground Users to discuss draft plans to extend the pavilion. The Clerk to arrange a meeting. Cllr Smith will look at the boiler timer and make any adjustments if necessary. 92.2 <u>Solar Farm</u>. Although a Community Engagement agreement has been approved with other villages, Fulbourn will not be receiving any S106 monies from the farm being built in Great Wilbraham despite all the disruptions we have had to endure. 92.3 <u>Youth Building</u> update. Cllrs Bullen and Drage met with the architect, Simon Danischewsky, to discuss the next steps and agree a timetable. FA4Y are busy fundraising. 92.4 <u>Dog Control Order (DCO)</u>. Cllr Drage and the Clerk met SCDC Enforcement</p>	<p>Clerk DSm</p>

<p>Officers to discuss PSPO (Public Spaces Protection Order) which have superseded DCO's and the procedures required should the Parish Council wish to apply. Cllr Drage has contacted the Dog Owners Group; a meeting will be arranged with them in the New Year.</p> <p>92.5 <u>Christmas Lights</u>. Cllr Drage advised this went well thanking Cllrs Mair and Dawson for their help with installing the lights and Cllr Newell for arranging Father Christmas arriving in a vintage car and presents for the choir. Children from the Primary School Choir sang while David Wright turned the lights on. Mr Wright and the School have been thanked by the Council.</p>	<p>1219 MD</p>
<p>94 Fields in Trust for Resolution. Following discussion, Cllr Drage proposed nominating both sides of Pound Hill (where the War Memorial is housed in Manor Walk) securing the site in perpetuity to honour the memory of those who lost their lives in World War One. Proposal seconded by Cllr Dawson and agreed by the Council.</p>	<p>Clerk Clerk</p>
<p>95 To consider planning applications. <u>Permissions</u>: S/1050/14/FL, 8 Speedwell Close – Rear single storey extension; S/2456/14/FL, Barnsbury House, Cox's Drove – Conversion of existing garage to form domestic accommodation and creation of porch. <u>Certificate of Lawful Proposed Use</u>: 52 Station Road – Part demolition of conservatory and erection of single storey rear extension. <u>Withdrawn application</u>: S/2136/154/FL, Cox's Drove – Erection of 4 bedroom dwelling. <u>Discharge of Condition</u> (3) Materials and (4) Landscaping of Planning Consent S/1174/13/FL for the erection of dwelling – 8 Lucerne Close. <u>Refusal</u>: S/2289/14/FL, Land adj. 7 Wilbraham Road – Erection of agricultural dwelling. <u>New Applications</u>: S/2491/14/FL, 7 Haggis Gap – First floor extension over existing kitchen; Recommendation approval. S/2643/14/FL, 57 Cambridge Road – Extensions. Recommendation approval. S/2670/14/FL, 7 Home End – Extensions and alterations; Await consultation with neighbouring properties. S/2785/14/FL, 41 Cow Lane – Demolition of single storey side extension and construction of two storey side extension. Recommendation approval.</p>	<p>Clerk</p>
<p>96 Tree works: 28 <u>Cow Lane</u> – Sycamore: Remove one stem and reduce two others in height; No comment. <u>Pierce Lane</u> – Sycamore: Fell and stump grind as root broke water mains and damaged the electricity supply. Removal would have quite an impact on area, suggest a site visit. 8 <u>Cow Lane</u> – Sycamore: re-pollard; Cercis: remove tree with 40% die-back; Laburnum: remove tree with 60% die-back; No comment. <u>The Haven</u> – Horse Chestnut, remove stem and prune crown: Tree is very close to outbuilding. <u>School Lane</u> – Sycamore: remove basal stem; Yew: trim west side by 1-1.5m; These trees are all in neighbours gardens. I have no objections but they might have. Disclaimer: The Fulbourn Parish Council Tree Officer and the Parish Council accepts no liability for the advice given above. A resident has reported trees that need urgent maintenance in Cow Lane. The Clerk will investigate who owns and is responsible for these. Cllr Ward advised of 2 more on CCC land at Tuppenny Green, Balsham Road that need work.</p>	<p>Clerk</p>
<p>97 The Swifts – Open Spaces Adoption for Resolution. The Parish Council cannot agree to adopt the Open Spaces until the whole site has been completed. Members agreed visiting the site in Spring 2015 and will also invite the SCDC Planning Case Officer to attend.</p>	<p>Spring 2015</p>
<p>98 To receive reports from County and District Councillors. 98.1 County Councillor Williams advised CCC Highways has £2.5 million in this year's revenue budget to spend before April 2015. This means CCC does not have to go ahead</p>	<p>Spring 2015</p>

<p>with cost cutting the winter gritting this year and can stay as it is; funding for CABs' (Citizen Advice Bureau) can also continue and there is a fund for street lighting where there were proposals to removed city lights as there are no parish councils in the city. Next year CCC needs to find £32 million in savings. They will need to decide whether to turn street lights off from midnight to 5am which would make a difference over the life of the PFI contract and whether to dim 60% of lighting bearing in mind there is no legal requirement to provide lighting in England.</p> <p>98.2 District Councillor Scarr issued the attached report in his absence.</p> <p>98.3 District Councillor Williams issued the attached reports including Neighbourhood Plan Workshop, proposed Newmarket Road ice rink and Cambridge Airport.</p>	1220
<p>99 Village Booklet. Following discussion, Members felt issuing the information annually with The Village Pump would be more beneficial as facts are often out of date shortly after publication. The PC Communications Committee would take this forward.</p>	Comms
<p>100 Correspondence. 100.1 SCDC – November e-bulletin. 100.2 Resident – Concerns about tree felling in Windmill Lane. The Clerk contacted SCDC Tree Officer who advised these were permitted works and authorisation was not required. 100.3 R White – In February 2015 home renovations will begin in Ludlow Lane; requests use of parish land next to drive of 1 Ludlow Lane for a secure builders' storage area which will be made good when works are complete. His neighbour has no objections. Council felt they needed more information before making a decision, should check planning permission conditions and ask for a bond to guarantee the area is reinstated should they agree to this request.</p>	Clerk
<p>100.4 Parishioners – Concerns about removal of Street lights in The High Street, Apthorpe Street, Birdfarm Road and Impett's Lane. Discussed prior to this meeting. See Item 93. 100.5 Friends of the Roman Road – October 2014 newsletter. 100.6 Whizz Kids – Request to use pavilion in February 2015 for a charity event. Agreed in principle by the Council.</p>	Clerk
<p>100.7 SCDC – Christmas waste and recycling collections displayed on notice boards. 100.8 Resident – Requests a directional sign on the island in All Saints Road due to alleviate a potential accident as vehicles use the road as a drop-off and pick-up point for the school during term time. It was agreed to seek advice from the PCSO regarding this. 100.9 CAPALC – November 2014 e-bulletin. 100.10 CCC – Information addressing challenges that cold winter weather poses for the health and well being of vulnerable groups. 100.11 CCC – Offering support for any community group who wishes to stage an event to commemorate the 70th Anniversary of the end of World War II. 100.12 Fulbourn Forum – Newsletter.</p>	
<p>101 To resolve the accounts for the month. Wages: Pavilion Cleaner.....123.25R Barnwell Elect: PAT testing.....90.06 APC: Pest control.....200.00R B's Travel: Shopper bus.....220.00 PWLb: Loan.....15,503.95 Petty Cash: Stamps & Admin.....47.98 Algar signcraft: New signs.....240.00 Barclays: Fees.....23.22 Konica: Photocopier hire.....104.14 Cllr Thorn proposed accepting the accounts, proposal seconded by Cllr Bullen and agreed.</p>	

<p>102 Staff Christmas Bonus. Following discussion, Members agreed to give the Pavilion Cleaner a voucher and the Swifts Cleaner a Christmas Box.</p>	<p>1221 Clerk</p>
<p>103 Council Committees. 103.1 <u>Finance Committee</u>. Minutes of a meeting held on 27/11/14 are attached. Council has now received three quotations for a bus shelter for Cambridge Road beyond the Yarrow Road roundabout. These will be considered by Cllr Sheldon for decision in January 2015. Report Accepted. 103.2 <u>Swifts Users Group</u>. Minutes of a meeting held on 26/11/14 were issued. Accepted. 103.3 <u>ACE Committee</u>. Cllr Rickett had produced an excellent cemetery report which will assist Council when setting the precept for 2015/16. Chairmen from the Communications, Highways and Recreation Ground Working Party committees were asked to all provide similar information to aid next year's budget.</p>	<p>DSh Jan 15 Chairmen</p>
<p>104 To receive items for inclusion on the next Agenda for decision and/or action. Gas street lighting columns and Parish Council's Street lighting. There was no further business and the meeting closed at 9.30pm.</p>	

Attached reports: -

Item 98.2

District Councillor's Report for December 2014

As we enter the season of Glad Tidings – I have a nice short report for you. I have been in touch with the Chairman of the Planning Committee at South Cambridgeshire regarding the large outline application for the Teversham Road/Cow Lane area (s/2273/14/OL) to put in a formal request that this be determined by the committee. I am pleased to report that this has been agreed, and it should come before the February meeting of that committee.

This means that we have a couple of months (even taking out the Christmas period) in which to work together and make sure that between us local speakers make all the points which comprise our case. And it means that I have a couple of months to reduce my contribution to something that fits into the time limit!

I have also had a look at the council's policy on public speaking at Planning Committee – and it doesn't seem to be as generous as I remember it being when I was on the committee a few years ago. However, I think that we should be able to get a contribution from an objector (Fulbourn Forum), representative of the Parish Council, and a district councillor. Since the time limit is quite tight (three minutes each), and there is quite a complex case to be made, I think it might be time well spent if the Parish Council were to meet soon after Christmas with the Forum and other objectors in order to make sure that contributions from speakers complement each other and do not repeat what others have said.

With Best Wishes to You and Yours for Christmas,

Neil

Item 98.3

My report to the December 2014 meeting of Fulbourn Parish Council

1. I am delighted to report that the Staffing and Finance portfolio holder has had a change of heart and rather than face me at full council he has announced that South Cambridgeshire District Council will be amending its pay rates so that the minimum wage paid to council employees is that of the Living Wage rate.
2. At the full council on Thursday 27 November I asked the Planning portfolio holder to ensure that in future parish councils and local members should be notified of discharges of planning conditions involving major developments such as the Great Wilbraham solar farm so that we avoid the trouble caused by the road works and this was accepted. As to the on-going issues with the road works there are now weekly meetings taking place between the county council highways' supervisor and the site manager. The replacement of the block paving will take place over two consecutive weekends to minimise traffic disruption and grass verges will be reinstated when the weather permits. I have also taken up the reinstatement of the grass verge in Yarrow Road.
3. An additional £10,000 has been allocated to the Community Chest is available for community groups and parish councils to bid for before the end of March.
4. I have been in touch with the county officer liaising with Balfour Beatty on the replacement of the street lights in Fulbourn. The small print of the PFI contract absolves BB of having to consult where it is replacing existing street lights – even though they are higher and may not be in the exact position of the light being replaced. The PFI which transferred all county street lighting to Balfour Beatty (including traffic signals and illuminated road signs) in 2012 was signed by my predecessor and to date has proved to be impossible to renegotiate even though BB has missed its performance targets.
5. I have also attended the meeting of the Cambridge Airport Consultative Committee, the Boundary Commission review presentation and the Neighbourhood Plan workshop – please see separate reports.

JohnWilliams

Notes on Cambridge Airport Consultative Committee held on Wednesday 26 November 2014

1. It is anticipated that the number of flights will reach just over 20,000 for this calendar year – up slightly from 19,769 in 2013. .
2. So far this year 75 complaints have been made (with 23 in January, 12 in February and 11 in June) compared to 24 for the whole of last year; those in January concerned flight training by BA Embraer twin jet airliner based at City Airport doing touch and goes and most of the others concerned engine ground running. I was told that when completing servicing a Hercules the engines have to be run for four hours. This should be done during the day time Monday to Friday and the noise nuisance to surrounding communities very much depended on wind direction and strength. There seemed to be little progress on the promised ground run pen. There is now an email address for complaints on the airport website in addition to the telephone complaint line

3. Following the failure of CitiJet and before that Darwin Airlines the airport has decided to concentrate on corporate aviation and charter flights.
4. A new taxiway is being constructed currently between the runway and Hangar 17 – the reason for this was vague but I assume it is to accommodate bigger aircraft. When complete the existing taxiway will be closed. The runway is to be resurfaced and as this will take place at night the airport is being closed from 10pm to 8am every day. Part of the reason for this is to improve drainage, but also to have a runway surface of 15 to 20 years life. The runway lighting is also being updated to bring it into line with new standards for Cat1 landing aids. The turn round pads at the ends of the runway are also being enlarged. This work will start in January and finish around September 2015.
5. The next meeting is due on 13 May 2015.

John Williams

**Note on Neighbourhood Plan Workshop
held at South Cambridgeshire District Council offices
on Monday 1 December 2014**

1. This work shop was organised by Locality UK, the Planning Advisory Service and Planning Aid England to explain Neighbourhood Plans to parish councils and how to go about producing them.
2. The Neighbourhood Plan is a statutory planning document and therefore as the same weight as the Local Plan; however, it must conform to the Local Plan's planning strategies and be looking to enable sustainable growth.
3. We have a problem in South Cambs in that our Local Plan is being challenged and in these circumstances the existing LDF should be used until the Local Plan is adopted at which point the Neighbourhood Plan will need to conform to it rather than the LDF. But there's no process to alter the NP once its adopted!
4. It seemed plain to me therefore that producing a NP in the current situation would be foolhardy, because a lot of work would be done to be redone should the Local Plan make changes such as Fulbourn's Rural Centre status (which we hope it will).
5. The cost of producing a NP has now come down to "a much more reasonable" £10k to £20k. Other councils fund their PCs but South Cambs doesn't, although it will provide officer support once the examination of the Local Plan is out of the way. In place of the NP it has incorporated parish wishes in the Local Plan.
6. Locality UK is able to provide grants up to £8k and Planning Aid can provide professional help free of charge.
7. So far we have just three Neighbourhood Plans going forward as a toe in the water exercise by South Cambs.
8. To save ourselves unnecessary time and effort (as well as cost) my view is we should wait to see what happens to the Local Plan and the outcome of the General Election.

John Williams

Item 103.1

Minutes of a Meeting of the **Finance Committee** of Fulbourn Parish Council held on Thursday 27th November 2014 at 9.30am at The Fulbourn Centre.

Present: Councillor Drage (Chairman) and Councillors Bullen, Thorn and Williams; R.F.O. Terry Fretwell and the Clerk.

1 Apologies for Absence. Cllr Newell.

2 Estimated Council Tax Base 2014/15

Terry Fretwell contacted SCDC to query the housing figures they had supplied to estimate the Council Tax Base for next year; SCDC confirmed the correct figure was higher due to The Swifts redevelopment.

Based on this updated information, the Parish Council was happy to use these figures and did not need to make any further changes.

3 Clerk's Hours of Work

With an ever increasing work load, and following discussion with the Clerk, the Committee recommends increasing the Clerk's contracted hours of work by 4 hours per week.

4 Any other business.

Next Finance Meeting: –

Discuss Precept requirements for 2014/15 for recommendation by Full Council;

Need to forecast costs of FA4Y building, when funds will be needed and how fund raising is progressing.

5 Date of next meeting.

Monday, 15th December 2014.

Item 103.2

Minutes of The Swifts User Group Meeting held on 26 November 2014

Present: Derek Thorn (Chair), Trish Newman, John Shepherd, Kathy Attmore, Jo Patten, Mary Drage and Jill Woolley (Minutes)

1. Apologies: James Caesar, Jean Doe

2. Minutes of the meeting held on 27 August 2014

The Minutes were agreed as a true record.

3. Matters Arising

Damp problem: The damp problem in the disabled toilet has not been cured. Derek has talked to the Surveyor. Fosters say there is nothing they can do and believe it is a building defect that is causing the problem. The Surveyor will talk to Helen Fortune who is in charge of building works at Nene. The toilet will be decorated when the problem has been solved.

Kitchen: The kitchen has been decorated but the cupboard doors still need replacing.

Toilets door: Mary will ask Richard Drage to fit a new lock.

Light in ladies toilet: This is still not working. Mary will email Julian again to ask if he has the special tube needed.

Car Park: One light is still not working. Derek reported it again this week. The Bradford Office which deals with repair issues has been informed of the problem. Fosters have been told to contact Derek. If this does not happen Mary will get a Parish Council letter written.

Luminous paint for kerb: This was not done because of a faulty spray can and it was discovered that the paint is not suitable and would wear away. Nicola at the County Council will be asked to get the appropriate yellow paint.

Door blinds: The door blinds we would like are not suitable for the exit doors which have crash bars. Greg has kindly glued the faulty blinds. The main concern is that children will play with the cords which could be a health hazard. Derek has had problems contacting the people who provided the blinds originally. He suggested replacing them with curtains; this was discussed and the committee decided against the proposal.

T-towels: People persist in putting t-towels over the radiator instead of on the rail provided. Jill will do a notice asking hirers not to do this.

Heating: We have not received a quote for replacement heaters. Trish will chase this by email.

Redecoration. It was agreed that Greg has done a very good job and there have been lots of compliments. The committee agreed that the invoice for £2375 should be paid. Greg has left spare paint for touch up which will be put in the cleaner's cupboard.

Unfortunately the walls are already marked and it was suggested that a perspex guard should be fixed to the wall in Section A and the corridor and Derek will research this.

John was concerned that the table trolley would be in the way for some users. Derek said this could be moved if necessary by unlocking the wheels. But it should mainly stay in Section A as moving it to the storeroom would risk marking the walls in the corridor.

Post Office: the Post Office are still using the store and are paying, although they owe for the last quarter.

Car Park: A 'no parking' sign for the entrance is being ordered. It was suggested that the words 'cars should be towed away' or 'cars will be clamped' should be added and Trish will check the regulations applying to private car parks.

WiFi: this matter is in abeyance for the present.

Screen: the broken screen has now been repaired and both screens have been serviced and this is guaranteed for twelve months. Near the end of this time Derek will arrange a contract for maintenance.

Halls for Hire: this has been sorted and they now have Derek's email address.

Parish Council Representative: Derek welcomed Mary Drage who has agreed to be the Parish Council representative for the present.

4. Financial Report

Trish supplied the financial report for April to October 2014. This shows an overspend of £700 but there are accounts to be added. A booking has brought in £1000 which has paid for the new tables. We now have a spare trolley which can be sold off or otherwise disposed of.

Electricity Bill: Trish has still not had a proper electricity bill which is why she has not billed the library. Kathy said we would like one as our year ends in December. Trish will check whether the library still owes the Council for Contents Insurance.

Water Bill: John queried the water bill which appeared to have doubled and Trish will check this but it is thought that the 2013/14 bill was only for half a year.

5. Bookings

Hirers seem very satisfied and there have been repeat bookings.

Mindfulness: this group has made some further bookings.

6. Change of Bank Signatories

The present signatories are Trish and Charles Commins. However, Charles is leaving the village. It was decided that there should be three signatories in future, two of whom must sign. These will be Trish Newman, Derek Thorn and Mary Drage. Derek and Mary are already signatories for the Parish Council so this should not cause any problems. Trish will get the necessary forms and apply for this change.

6. Any other business

Cleaning: It was agreed that the cleaner should have a schedule to make sure that all areas are covered. Trish will draw one up. It was discovered that the cleaner mentioned by Kathy who did not know there was an electric cleaner was a stand-in for the regular cleaner.

Gents toilet: John mentioned that this is in dire need of a good clean and Trish will look into a toilet block to go into the urinals.

Cleaners cupboard: Trish will investigate a padlock for this.

Storage cupboard: Derek has tidied this but there was concern that it might be difficult to get the Christmas lights out.

Washing up liquid and cloths: it appears that hirers have been bringing their own but it was decided that we would provide some from the budget and Trish will organise and ask the cleaner to monitor.

Leaflet holders: Kathy asked whether we could have an A5 rack in the hall to hold leaflets as they tend to fall out of the A4 rack. Trish will get details of supplier and send to Kathy for approval. Kathy will then measure and find out what size will be suitable.

Noticeboard: The Committee decided that a noticeboard on the wall in Section A would be a neater way to display pictures of how the room should be left. Derek will investigate.

Date of next meeting: Wednesday 25 February 2015 at 7 pm in the Swifts.