

Minutes of a Meeting of FULBOURN PARISH COUNCIL held in The Fulbourn Centre, Home End, Fulbourn on Wednesday, 9th September 2015.

Present: Councillor Drage (Chairman) and Councillors Brown, Bullen (from Item 47), Cone (and District), Dawson, Lacey (from Item 47), Newell, Rickett, Scarr (from Item 47), Sitton, Smith, Thorn, Ward and the Clerk; County and District Councillor Williams and 1 Parishioner.

	Action
<p>44 To accept apologies for absence. Cllr Sitton.</p> <p>45 To notify the clerk of any declarations of interest that will be declared by members for any item to be discussed. Cllr Cone – Personal Item 49.</p> <p>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. Mr Buttress queried why the bus shelter in Teversham Road had still not been repainted and what Council had done to get the streetlights reinstated in Birdfarm Road. The Chairman asked the Clerk to contact the contractor regarding the shelter; she confirmed one light would be put opposite the footpath adjacent to 13 Birdfarm Road. Unfortunately it had been necessary to lose some lights around the village and was not able to keep them all.</p> <p>46 To receive reports from County and District Councillors. 46.1 County Councillor Williams issued the attached report. 46.2 District Councillor Williams issued the attached report. Cllr Williams gave a timetable SCDC was working to regarding the Local Plan; they will decided on what to consult on over Christmas and the New Year to discuss at a meeting in February 2016 and will submit any changes by the end of March 2016. 46.3 District Councillor Cone issued the attached report.</p> <p>47 To approve the minutes of the last meeting. The Minutes were accepted as a true record and signed by the Chairman.</p> <p>48 Matters arising from the last meeting. 48.1 <u>Ida Darwin</u>. Cllr Brown advised part of the site has been boarded up. An application could be pending and Council will monitor any further developments. 48.2 <u>Youth Building</u>. Cllr Drage explained Council had written to the owners of a property in Impett's Lane asking if the Parish Council's Solicitors could inspect their house deeds to ascertain if there is a covenant before any building work commences. If there is no reply by the end of September, the Chairman and Clerk will visit Council's Solicitors for advice. 48.3 <u>Impett's Lane</u>. Cllr Ward inspected the drain advising silt needs flushing to clear it and prevent further problems. The Clerk will contact CCC. 48.4 <u>Neighbourhood Plan</u>. Cllr Drage has been in talks with Teversham Parish Council with a view to working together to produce a plan. This will require consulting the communities.</p> <p>49 To consider planning applications. Minutes of a meeting held on 11/8/15. <u>Refusal:</u> S/2273/14/OL, Land at Teversham Road – Outline application including consideration of access points for high quality residential development of up to 100 dwellings with areas of landscaping and public open space and associated infrastructure. <u>Appeal:</u> S/2670/FL, 7 Home End – Appeal allowed. <u>Permissions:</u> S/1225/15/FL, 26 Huntmill – Conversion of garage to habitable accommodation and erection of box dormer window in main rear roof slope; S/1406/15/FL, 2 Cow Lane – Proposed dormer window to front and rear and demolition of single storey ear lean-to; S/1760/15/FL, 6 Comfrey Court – Single storey rear extension. <u>Non material amendment:</u> S/2055/15/NM, 18 Geoffrey Bishop Avenue – to include addition</p>	<p>MD & Clerk</p> <p>Clerk</p>

<p>of ground floor windows in living room and dining room, removal of several roof windows to match wall finish with existing render and move far left hand wall. <u>New applications:</u> S/1437/15/FL, 24 Shelford Road – Installation of external wall insulation on elevation of property; Recommend approval. S/2060/15/FL, 41 Cow Lane – Demolition of single storey side extension and construction of two storey side extension to existing dwelling which includes front extension to existing garage; Recommend approval.</p>	1242
<p>50 Tree works: Church Lane: Yew and Holly Trees – Crown lift as low branches heavy and blocking light. Consent given: Apthorpe Street to reduce height of Leyland Cypress; and Balsham Road – Remove one Leyland Cypress and one Lawson Cypress. The Pines: Crown reduce two Lime Trees. Deemed Consent: Cow Lane – Fell dead Willow Tree. Disclaimer: Fulbourn Parish Council Tree Officer and the Parish Council accept no liability for the advice given above. Over the summer SCDC sent the Parish Council tree works applications for information only explaining this was due to the high volume of applications submitted to SCDC. It was agreed to write to SCDC to ascertain how long this is likely to continue.</p>	Clerk
<p>51 Skate park bins for Resolution. Following discussion, Cllr Bullen proposed purchasing a metal discreet rodent bait station bin upon completion and installation of the new equipment, proposal seconded by Cllr ward and agreed by the Council.</p>	Clerk
<p>52 Highways Open Day. Cllr Cone will attend this event on 17/9/15 at Whittlesford.</p>	GC
<p>53 Cambridgeshire Constabulary – Parking proposals. Panel meeting held on 6/8/15 which attended by Cllrs Drage and Ward to discuss trialling a new scheme where Parish Councils pay a PCSO for 42 hours over a 6-month period dealing with any hot spot parking problems in the parish. Following discussion and as it had not included this in the precept, it was agreed the Council would monitor to the pilot scheme.</p>	
<p>54 Boundary Review. After discussing the advantages and disadvantages, Members voted to support all out elections. SCDC meet on 24/9/15. See attached District Councillors reports.</p>	
<p>55 Local Minor Improvement Scheme. Council will again seek to have the chicane removed from Cambridge Road replaced by sleeping pillows allowing traffic to flow. Cllr Cone has been approached to see if a zebra crossing would be viable in Cambridge Road so will make further enquiries.</p>	GC
<p>56 Telephone Kiosk on corner of School Lane and Manor Walk. As this telephone box is now redundant, Council will ask BT if it could be removed. Enquiries about purchasing a red telephone box to replace it will be made.</p>	Clerk
<p>57 CAMRA – Public Houses as Assets of Community Value. After discussion Council agreed not to take any further action at this time.</p>	
<p>58 Correspondence. 58.1 Cambs & Peterborough CCG – UnitingCare Bulletin July 2015. 58.2 CCC – Consultation of further street lighting energy savings by implementing part night lighting. Consultation runs until the end of September 2015. 58.3 War Memorials Trust – August 2015 bulletin. 58.4 CCC – The Rights of Way Improvement Plan (ROWIP) adopted in 2006 will form part of the third iteration of the Local Transport Plan. The ROWIP is being updated and can be viewed on the CCC’s website; comments are invited before 21/10/15. October agenda. 58.5 Cambs Constabulary – Anti Slavery Summit to be held at SCDC on 17/10/15;</p>	

<p>Cllrs Drage, Cone and Thorn to attend.</p> <p>58.6 Centurion Traffic – Notification that Teversham Road will be closed overnight from 23.15 hrs 25/10/15 until 06.00 hrs 26/10/15 to allow Network Rail to repair a defect and Station Road on 27/10/15 to 28/10/15 same hours for repairs. This will be put on the website.</p> <p>58.7 Tree Council – Tree Warden Forum on 26/9/15 at Stratford St Andrew, Suffolk.</p> <p>58.8 R Culshaw – Suggesting the Council considers trying to purchase the land at Teversham Road recently refused permission to erect up to 110 dwellings. The Chairman has replied explaining the various procedures the Parish Council had to be follow; it was already committed to providing a new youth building; had not allowed for such an eventuality in its precept and would need future maintenance. If Save Fulbourn Fields wanted to make enquiries this would be for the group to consider.</p> <p>58.9 Cambs Acre – AGM, 21/9/15 at Mepal Outdoor Centre.</p> <p>58.10 SCDC – Electoral review. Workshop to be held 27/8/15. MD & DT attended.</p> <p>58.11 Funding Fair - Presentations from various organisations on 15/9/15 at The Swifts.</p> <p>58.12 Friends of the Roman Road – Summer 2015 newsletter.</p> <p>58.13 A Andrews – From the APM, a donation towards the purchase of bulbs for around the village was received from Mrs Andrews who suggests planting them shortly. Council will contact Fulbourn Primary School Gardening Club regarding this matter. Cllr Dawson asked that it was recorded he objected to daffodils being planted in the natural environment.</p> <p>58.14 Accent Nene – Copy of letter sent to residents concerning damage to the new landscaping planted by Fulbourn Primary School Gardening Club asking for co-operation and that children do not use the Life Wall for ball games.</p> <p>58.15 Cambs & Peterborough Clinical Commissioning Group (CCG) – Launch of a 12 week public consultation on future model of Non-Emergency Patient Transport Services from 27/8/15 to 19/11/15.</p> <p>58.16 CCC – Newsletter containing key issues of interest.</p> <p>58.17 Cambs Acre – Relocating to new office in Ely from October 2015.</p> <p>58.18 SCDC – Copy of response from District Council to the Inspectors regarding the Local Plan and timing of the CIL examinations.</p> <p>58.19 Clerks & Councils Direct – September 2015 magazine.</p> <p>58.20 CCC – Draft Cambridgeshire Flood and Water Supplementary Planning Document.</p> <p>58.21 Cambs Constabulary – Panel Meeting on 21/10/15 at The Fulbourn Centre. Also in association with CCC & SCDC – Care Network newsletter.</p>	<p>1243</p> <p>Clerk</p> <p>MD</p> <p>Clerk</p>																				
<p>59 To resolve the accounts for the month.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Wages: Clerk plus expenses.....1,072.00</td> <td style="width: 50%;">Wages: Pavilion Cleaner.....242.25R</td> </tr> <tr> <td>Talktalk: July phone calls.....37.80R</td> <td>G Marshall: Cemetery.....840.00R</td> </tr> <tr> <td>B's Travel: Jul Shopper Bus.....275.00R</td> <td>Barclays: 2 Months fees.....42.46R</td> </tr> <tr> <td>Wicksteed: Play inspection.....108.00R</td> <td>Dents: CCTV maintenance.....109.02R</td> </tr> <tr> <td>B's Travel: Aug Shopper Bus.....220.00R</td> <td>ESPO: Supplies.....25.70</td> </tr> <tr> <td>Falcon: Village Pump.....492.00R</td> <td>Collier: Supplies.....498.50</td> </tr> <tr> <td>E-on: Swifts electricity.....311.94</td> <td>FISSC: Relief cleaning, The Swifts....90.75</td> </tr> <tr> <td>S Danischewsky: Project fees.....3,984.00</td> <td>TalkTalk: August calls.....35.83</td> </tr> <tr> <td>British Legion: Wreath.....17.00</td> <td>Fulbourn PCC: Lighting & Maint...450.00</td> </tr> <tr> <td>Petty Cash: Stamps & Admin.....45.92</td> <td></td> </tr> </table> <p>Cllr Newell proposed accepting the accounts, proposal seconded by Cllr Scarr and agreed.</p>	Wages: Clerk plus expenses.....1,072.00	Wages: Pavilion Cleaner.....242.25R	Talktalk: July phone calls.....37.80R	G Marshall: Cemetery.....840.00R	B's Travel: Jul Shopper Bus.....275.00R	Barclays: 2 Months fees.....42.46R	Wicksteed: Play inspection.....108.00R	Dents: CCTV maintenance.....109.02R	B's Travel: Aug Shopper Bus.....220.00R	ESPO: Supplies.....25.70	Falcon: Village Pump.....492.00R	Collier: Supplies.....498.50	E-on: Swifts electricity.....311.94	FISSC: Relief cleaning, The Swifts....90.75	S Danischewsky: Project fees.....3,984.00	TalkTalk: August calls.....35.83	British Legion: Wreath.....17.00	Fulbourn PCC: Lighting & Maint...450.00	Petty Cash: Stamps & Admin.....45.92		
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<p>60 Council Committees.</p> <p>60.1 <u>Finance Committee</u>. Minutes of a meeting held on 11/8/15 attached.</p> <p>60.2 <u>Swifts Users Group</u>. Minutes of a meeting held on 26/8/15 attached. Cllr Thorn had received one quotation for replacement blinds from Thomas Sanderson for a total of £3,230. He is meeting another company next week.</p> <p>60.3 <u>Recreation Ground Working Party</u>. Cllr Ward reported from a meeting held on 8/9/15 there had been some vandalism to a fence in Stonebridge Lane; dog fouling was a major</p>	<p>DT</p>																				

<p>problem for the sport clubs; pest control is needed to contain rabbits; Cllr Lacey to be asked to trim the hedge abutting the bottom field and Nick Fison to trim the tree; the Tennis Club should be asked not to store the nets where they are and a recommendation to erect a goal for the youngster to use. A swing needs shackle pins replacing, new tops are required for the picnic tables and a pile of growth dumped near the Youth Club needs removing. Accepted.</p> <p>61 To receive items for inclusion on the next Agenda for decision and/or action.</p>	<p>1244 RL Clerk</p> <p>Clerk</p>
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There was no further business and the meeting closed at 10.05pm.

Attached reports: -

Item 46.1

County Councillor Report to Fulbourn Parish Council

1. On 4 August the Greater Cambridgeshire City Deal Executive Board approved funding which will enable cycling safety improvements from Fulbourn Road into the City as part of the package of cross city cycle improvements. I have been lobbying to have Fulbourn Road included in the Cherry Hinton Road proposal. The funding has to be spent by 2018. I am working with the county cycling team to find funds to upgrade the shared path along Cambridge Road to tie in with the improvements.
2. The county council as recommended to the Boundary Commission that the present Fulbourn Division remains with the loss of Fen Ditton village and Horningsea to bring the number of electorate (taking account of Wing) down to around the average for a new county council of 57 councillors. The new division will be in place for the 2017 election.
3. The Government's Office for Low Emission Vehicles (OLEV) is investing £500m on a range of measures to support the development and uptake of Ultra Low Emission Vehicles (ULEV) up to 2020. The County Council supported Cambridge City Council on a successful bid to encourage new purpose built electric taxis (and related charging infrastructure). The successful bid secured resource from the Energy Saving Trust (EST) who will undertake a review of the taxi and private hire vehicles and usage in the Greater Cambridge area, and consider operation and supply side factors. The EST will produce a report and bespoke action plan to support the transition to ultra low emission private hire vehicles and taxis. These outputs will provide the evidence base needed to submit a bid by end December for a share of £20 million Delivery Phase funding covering a 3-year period from 2016/17.
4. The County Council is leading on the development of a bid for low emission bus funding, deadline for which is end of October. The bid will be submitted jointly with Stagecoach for the deployment of new Flywheel equipped buses on routes through the congested city centre. This technology is ideal for stop-start driving conditions

such as for buses on the Citi and Park and Ride routes. Trials elsewhere have shown impressive results in terms of emissions reductions and fuel savings. Electric buses have been ruled out owing to a lack of technical maturity for double decker vehicles and poor reports from trials of electric hybrid buses in London.

5. The street lighting programme is due to be completed by the end of June 2016. As of this June 40,032 street lights had been upgraded representing 73% of the total. Due to further Government cuts in the county council grant and as a result the need to find nearly £300,000 of savings from the highways budget it is necessary to bring forward the dimming of street lights to start at 8pm (to 6am) and to turn off lights on all but the main traffic routes from midnight to 6am. You have been notified of the street lights that will be turned off. Following me querying the decision to keep the lights on in Yarrow Road but not in Fulbourn Road the lights will now be kept on in the later as well as along Cambridge Road to Capital Park. Despite my efforts none of the roads in Fulbourn village are considered to have enough traffic between midnight and 6am to warrant the lights being kept on.
6. Also in the recent Budget the Government has cut spending on children health services in Cambridgeshire by £1.6 million. The county council is currently looking at ways to accommodate this shortfall but it will inevitably mean cuts to current children services.
7. The Government is pressing local authorities in Cambridgeshire to work ever closer together to save money and has asked the county council and the Peterborough unitary authority and district councils to look at either a combined authority or unitary authority model for all or part of the county for a proposal to be completed this autumn. This will inevitably mean parish councils shouldering the responsibility of funding and managing non-statutory local services for their communities.
8. It has been confirmed that from 2019 the Greater Cambridgeshire City Deal Executive Board will take on the responsibility of producing a single strategic planning strategy for the Cambridge sub region which will over-ride the district councils' Local Plans.

Cllr John Williams

Item 46.2

District Councillor Report to Fulbourn Parish Council

9. South Cambridgeshire Chief Finance Officer has warned that the district council is heading into "a perfect storm" over affordable housing as it is hit by a triple whammy from the new government's recent budget announcements. Firstly by having to give a 1% reduction in council rents over the next four years its council house building programme will have to be abandoned. Secondly, the forced sell off of housing association properties involves the council being forced to sell its best housing stock as properties become empty to reimburse the housing associations. And thirdly the council will still have the £205million loan to pay off which it took out to enable it to use rent money - previously given to the government - for council house building, now without the rents from the new build to offset it. In addition to the above we are expecting to see many small landlords selling up as a result of the changes to the tax rules on "buy to let" properties. Officers have warned that homelessness will rise in the district has a direct result of this government action.

10. Meanwhile in addition to the housing issues, the council will also be hit by the introduction of the National Minimum Wage of £9 by 2020, the ending of contracting out on the Pension Scheme and changes to National Insurance contributions which will all put pressure on the council's finances whilst the 1.9% council tax cap will restrict its ability to rise more income and we are having to find thousands of pounds to meet Business Rate appeals. There can only be one outcome – more drastic cuts in non-statutory services.
11. The crisis in the planning department continues. With no sign of the staff shortages being resolved (with local officer pay increases being restricted to 1% by the government not helping) Huntingdon District Council is taking over some of the planning control workload. This follows IT and the legal department which will now be run from Huntingdon and the City respectively.
12. As to where we are with the Local Plan you will see from copies of correspondence recently sent you that the council has been knocked back on both its wish to have the joint housing supply accepted as sound by the Inquiry Inspector and for the Community Infrastructure Levy (CIL) upon which you will depend on future contributions from small housing developments taken out of the Local Plan Examination and dealt with separately. Clearly this is now a mess and what has come from the Inspector's letter of 28 July is that the five year housing supply matter even if the principle of a joint trajectory is considered sound will not be settled until late next year at the earliest, leaving the door open for developers to appeal refusals made so far and for more speculative applications.
13. Finally the full district council is due to meet on 24 September to determine the future number of councillors. The Boundary Commission has warned the council that in its opinion the council is much too big compared to other district councils with similar size electorates and is suggesting a council of around 40 to 45 members. I believe the council is likely to accept 45 members (a reduction of 12) based on the size of the electorate of Histon and Impington, which with three councillors equates to just over 3,000 electorate per councillor. This would require Fulbourn joining with either Teversham or the Wilbrahams to keep its current two seats (with the other parishes losing their single seats). Fulbourn with the Beechwoods is too large for a single councillor). Moreover the Boundary Commission will only permit a third of the council being elected every four years (as now) if all the wards consist of three councillors. Continuing with the current mixture of one, two and three member wards would require the council to change to all up elections every four years (starting in 2018) to give electorate an equal opportunity of voting. My position is that because of the vast size of three member wards in a rural area you would lose the local connection and it would be very much harder for independents to stand a chance of election, so I will be supporting all up elections.

Cllr John Williams

Item 46.3

District Councillor Report to Parish

The District council will be meeting on the 24th September to discuss and propose the number of District Councillors on South Cambs District Council. The Boundary Commission has ordered a review of the amount of Councillors due to comparisons made between SCDC and other Councils around the Country with regards to the amount of Councillors and the size of the electorate that

they represent. The Commission is recommending a reduction in the amount of Councillors. The reduction being discussed would leave SCDC with 40-50 Councillors which would result in boundaries being redrawn or Parishes being put under the same District Councillor to equal out the size of the electorate for each District Councillor. Looking at this independently, my feeling is that Fulbourn Parish along with the Beechwoods would remain together most probably with no other Parishes included however would be represented by one District Councillor as opposed to two. This is currently all up for discussion and until the number of Councillors has been decided, it is difficult to make exact calculations on how the electorate will be distributed between Councillors.

The other issue that will be discussed at the next full Council meeting will be our electoral system locally. Currently we have a system that allows some areas of South Cambs to elect members three times in one political cycle (4 years) whilst others have only one opportunity to go to the ballot box. There are advantages and disadvantages to both electing by thirds and going for an all out system however I feel the benefits of having all out elections are preferable. The two biggest areas of advantage that have swayed my decision on this issue are financial implications to the Council i.e. electing by thirds is deemed to be more expensive and an issue of fairness across the district with regards to the amount of times residents have the opportunity to select or deselect their preferred candidate. It is for this reason that I will support all out elections if it goes to a vote on the issue at SCDC.

Since the last Parish Council Meeting I have tried to address resident issues regarding road sweeping and silt build up at the edge of roads throughout Fulbourn. I have contacted the team that deals with this at SCDC and explained residents concerns. Since this the road sweeper has been out in Fulbourn but due to a long period of neglect due to staff shortages and high levels of sickness within the department I believe some areas could do with physical silt removal at the edge of the roads. I will be pushing the department to keep the road sweeping as regular as possible and will highlight to them areas that need to be dug out. To prove a point I went and removed debris from the side of the road in Balsham Road and removed all debris to Milton Recycling Centre and took photos of just how much was removed to show the department.

There have been some other resident issues over the past 8 weeks regarding trees, grass cutting and maintaining waterways. I and a member of SCDC visited waterways on Hinton Road along with residents to discuss the level of silt and debris in the bottom of these waterways. Although it was made clear to the residents that it is not the responsibility of SCDC to make the areas aesthetically pleasing, it is our responsibility to maintain the waterways to prevent flooding. The officer that visited me and the residents of Hinton Road has agreed to remove silt from the bottom of the waterways in Hinton Road in early December due to other commitments currently held by the team. It has been made clear to the residents of which 3 couples were available to meet on the day that silt would be used from the bottom of the waterways to build up the edge of the waterway. This will then be layered with grass seed. I have spoken to other residents other than those present at the meeting and no one as yet has taken issue with the planned work. However, before the planned work starts I will send a letter explaining what action is required and why the officer thinks this will be the best course of action.

Cllr Graham Cone

Item 49

Minutes of a **Planning Meeting** of Fulbourn Parish Council to be held on Tuesday, 11th August 2015 at 7.30pm.

Present: Cllr Smith (Chairman) and Cllrs Drage, Newell, Thorn and Ward.

Apologies: Cllrs Bullen and Sitton.

Permission:

S/1383/15/FL, 6 Caraway Road – Single storey rear extension.

Other applications:

S/1718/15/DC, 44 Station Road – Discharge of conditions 3 (Boundary materials) & 4 (External materials) of application S/0694/15/FL.

New Applications:

S/0530/15/FL

Location: 41 Haggis Gap

Proposal: Erection of single storey extension to side and rear in place of existing side extension to form annexe. Recommend approve.

S/1667/15/FL

Location: 24 Home End

Proposal: Erection of single storey rear extension (replacing existing covered verandah). Recommend approve.

S/1760/15/FL

Location: 6 Comfrey Court

Proposal: Single storey rear extension.

Recommend approve.

S/1832/15/FL

Location: Land between 69 and 71 Station Road.

Proposal: Proposed new studio house.

The Parish Council has concerns about shared access and the size of the proposed studio house in relation to the footprint of the already demolished barn.

Recommend refusal.

Item 60.1

Minutes of a Meeting of the **Finance Committee** of Fulbourn Parish Council held on Tuesday, 11th August 2015, 7.30pm at The Fulbourn Centre.

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

1 Apologies for Absence. Cllr Bullen.

2 Minutes of the meeting held on 11th May 2015.

The minutes were accepted as a true record.

3 Matters arising. All on agenda.

4 1st quarter figures.

Terry Fretwell went through the Cost Centres report; the recreation ground grass cutting appears high but will even out during the year. Terry also explained the quarterly Financial and Project Reports which currently leave a balance of £290K.

5 Annual Risk Assessment – 2015/16.

Cllr Drage, the R.F.O. and the Clerk will prepare this assessment for approval by the Finance Committee and Full Council.

6 Donation requests.

- a) Fulbourn Arts.

The Arts annual accounts provided need further clarification as Council's 2014 grant does not appear to be included and it shows the Arts have themselves made a large donation to an unknown recipient; once explained Council will consider the request further.

- b) St Vigor's PCC.

A request towards floodlighting electricity and churchyard maintenance costs was discussed. The Committee recommends making a donation of £450.00 to cover both.

- c) FA4Y.

In accordance with Council's Policy, a copy of the Annual Accounts will be requested; the Committee recommends paying the grant in two tranches once accounts have been seen and accepted.

7 Street lights.

The Council has agreed to take over the column in Birdfarm Road; the lights in Greater Foxes and Geoffrey Bishop Avenue will also be reinstated. Cllr Williams has been negotiating with Balfour Beatty regarding the light in Impett's Lane.

8 Trust container.

Echo Fabrication has looked at The Townley Trust's container as the left-hand side door has seized up and has not been used for years. Looking at the options to solve the problem, he cannot guarantee it would work. A secure lock will also need to be fitted. As Council could face costs up to £500.00 and still not be able to use the container, the Committee recommends looking into purchasing its own. It could be located at the bottom of the recreation ground and shared with the Football Club for their match day equipment as previously agreed.

9 Any other business.

The Swifts electricity contract is up for renewal. The Committee recommends delegating this decision to Cllr Drage, the R.F.O. and the Clerk.

There was no further business and the meeting closed at 9.45pm.

Item 60.2

MINUTES OF THE SWIFTS USER GROUP MEETING HELD ON WEDNESDAY 26 AUGUST 2015

Present: Derek Thorn (Chair), Trish Newman, Kathy Attmore, Jo Patten, James Caesar, Mary Drage, Jean Doe and Jill Woolley (Minutes)

Apologies: John Shepherd

1. Minutes of the meeting held on 27 May 2015.

The Minutes were agreed as a true record.

3. Matters Arising

Disabled Toilet: Trish has asked the plumber to come and have a look at this.

Toilet light: There is still a problem and Dave Smith has been asked to look at it.

Car Park Lights: There is still one light not working. Derek to chase.

Luminous paint: Kathy raised the Library's concerns and asked whether the kerb could be painted white. The majority of the Committee thought this would result in ongoing maintenance

being required. The main problem is due to leaves not being cleared in the autumn. The light now working should help.

Door blinds: Sandersons have advised that louvered shutters would not be advisable on the fire exit as they would cause an obstruction, be costly and have to fold back on the wall where there is no space without major reworking. Our present blinds no longer comply with Health and Safety regulations for public places because of the hanging cords. He suggested Venetian blinds made of 'space suit' lining material which fit inside the window frames. These are washable and guaranteed for five years and after ten years can be replaced at half the price as the frames would still be in place. Samples are being sent. It was agreed a dark colour would be required in Section A where slides are shown and Kathy thought this would also apply to Section B. Derek will consult with a few members of the Committee when he has samples. Three quotes are required and an appointment has been made with Hillary's on the 7 September.

T-towels: System working well.

Heaters: Trish has chased but there has been no response.

Post Office: Derek reported that they no longer wish to use the store. Trish is still chasing them for three months rent. The two keys have not been returned and Trish will chase these when the rent is paid.

Cleaning: The cleaner is not attending on Thursday mornings and Trish has asked Ron Ward to deduct several payments. Trish checked the cupboard for Kathy but the library mop was not there. Trish will continue to monitor the cleaning.

Gents' toilet: Trish and Robin have done a thorough job and the toilet is looking a lot cleaner.

Leaflet holders: A new A5 holder will be ordered.

Noticeboards: There is now a sign on the porch board saying that this is for Swifts users only.

4. Financial Report

Trish presented the accounts for the last quarter and highlighted the following:

- The monthly service charge has reduced from £100 pm to £20.19.
- The electricity contract has been renewed with EON for two years from November on the advice of the Financial Adviser.
- Pristine (Hygiene contract) have not raised their prices in the five years we have been using them.
- The Fire Safety Officer found the fire alarm needed new batteries when he did his half yearly check.
- The insurance figure is pro rata as our insurance is being brought into line with the Council's.
- Trish has not yet invoiced the library for The Mill advert. She has spoken to Keith Crossley and they have agreed that this should take the form of a quarterly 'donation' which would avoid the need to charge VAT and include book sale costs.
- The Library is now paying 40% of the electricity costs.
- The Police need somewhere to store their bicycles. The Committee decided to offer the store free of charge for this purpose only.
- Trish has given Julie the PCSO a key to the Swifts so she can use the cloakroom.

5. Bookings:

Derek reported that these are slow at present. The Bible Group will start in September. There has been an enquiry for Jazz Exercises classes Mondays and Friday mornings from 9.30.

6. Any Other Business

Licensing Letter: Derek has received a letter from the Licensing Authority warning that if any users watch live TV on laptops, mobiles etc they should have a licence. Trish said this is a standard letter sent each year and will send it off and say it does not apply.

Hole in lobby: Kathy reported that there is a hole where the concrete is breaking up inside the front door under the mat. Derek will contact Accent.

Kathy reported that a library member had seen the light on the monolith during the day. We will all monitor this.

Jo asked whether we could get advice about the acoustics. Derek will find out where the Centre got their panels from, but said that the ceiling panels we have and the sliding door panel are supposed to be acoustic.

Derek is continuing to try and get a quote for new heaters.

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