

Minutes of a Meeting of FULBOURN PARISH COUNCIL held in The Fulbourn Centre, Home End, Fulbourn on Wednesday, 10<sup>th</sup> May 2017.

**Present:** Councillor Drage (Chairman), and Councillors Brown, Cone, Dawson, Johnson, Lockwood, Mair, Newell, Rickett, Shepherd, Smith, Thorn, Ward, County & District Councillor Williams (until Item 6), the R.F.O, Terry Fretwell (until Item 7), the Clerk and 3 parishioners.

	<b>Action</b>
<p><b>1 Elect a Chairman for the year.</b> Cllr Newell proposed Cllr Drage is re-elected as Chairman, proposal seconded by Cllr Ward and agreed by the Council. Cllr Drage took her seat thanking Members promising to do her best during the upcoming year which looks like it will be a busy one.</p> <p><b>2 To accept apologies for absence.</b> Cllrs Lacey and Sitton.</p> <p><b>3 Elect a Vice-Chairman for the year.</b> Cllr Drage proposed Cllr Thorn is re-elected as Vice-Chairman, proposed seconded by Cllr Ward and agreed by the Council.</p> <p><b>4 To notify the clerk of any declarations of interest that will be declared by members for any item to be discussed.</b> None received.</p> <p><b>Public &amp; Press - You are invited to attend the whole meeting and are welcome to speak at our Open Forum at the beginning of the meeting.</b> A resident from Huntsmill expressed his concerns about the planning application submitted for 85 Cambridge Road. He felt it was an over-development of the site which is situated close to the traffic calming chicane and if permitted would turn this into a six-bedroom property likely to increase vehicle movements in a venerable area whilst sharing access with a neighbouring dwelling. He was also concerned about loss of privacy for his own property. Another Huntsmill resident who resides directly behind the Cambridge Road added by turning it into a three-storey dwelling with various dormer windows it would have a detrimental impact on his home. Council will take these comments on board when discussing Item 9. Mr Fletcher was attending in respect of his letter Item 11.15.</p> <p><b>5 To receive reports from County and District Councillors.</b> County and District Councillor Williams said following elections, the County Council would be setting up new committees for the coming year although he was not expecting any changes to committee membership. District Councillor Cone issued the attached report.</p> <p><b>6 Approve Annual Accounts 2016/17 for Resolution.</b> The R.F.O. Terry Fretwell went through the Annual Governance Statement. As the accounts and Annual Return are presently with the Internal Auditor, and the Chairman is likely to be away when they are returned, Cllr Newell proposed delegating powers to the Vice-Chairman and Clerk to sign the Statement when the accounts are back. Proposal seconded by Cllr Smith and agreed by the Council. Terry then went through Section 2 of the Annual Return explaining the figures had not changed since the APM. As the deadline is before the June meeting, Council agreed to delegate powers as before so this can be completed and sent to the External Auditor.</p>	Clerk
<p><b>7 To approve the minutes of the April and APM meetings.</b> Both sets of Minutes were accepted and signed by the Chairman. From the APM, it was agreed to email PCSO Harjedini asking for her to contact the Council for an update as Council is concerned she is not responding to message left or answering her mobile. It was also agreed to write congratulating the library for their continued success and for not missing</p>	Clerk

<p>one session during all their years of volunteering.</p>	<p><b>1307</b></p>
<p><b>8 Matters arising from the meetings.</b></p>	
<p>8.1 <u>Pavilion</u>. The cleaner reported a problem with the lock on the gents' toilet door. The Clerk will contact a locksmith.</p>	<p><b>Clerk</b></p>
<p>8.2 <u>Ida Darwin</u>. Cllrs Drage, Thorn and Brown are meeting the Health Trust and their Agents to discuss maintenance of the Green Wedge and commuted sum to the Parish Council for its future upkeep.</p>	<p><b>MD/DT DB</b></p>
<p>8.3 <u>Recreation ground drainage works</u>. Cllr Ward asked that Council thanks Richard Drage for the hours he has spent watering the grass seed following maintenance works.</p>	<p><b>Clerk</b></p>
<p><b>9 To consider planning applications.</b></p>	
<p><u>Permissions</u>: S/0389/17/LB, 1 Manor Walk – internal alterations including a fireplace and the insertion of new french doors;</p>	
<p>S/0755/17/FL, 43 Pierce Lane – Open porch roof and posts over rear side door.</p>	
<p><u>Information only</u>: S/1312/17/DC, L'Abri, Teversham Road – Discharge of conditions 3 (materials),</p>	
<p>4 (green roof details), 8 (grass reinforcement to driveway) and condition 9 (boundary treatment) of planning application S/1055/16/FL.</p>	
<p>S/1422/17/DC, 53 Station Road – Discharge of condition 3 planning permission</p>	
<p>S/34/29/16/LB.</p>	
<p><u>Decision notice</u> for S/0928/17/DC, Land off Babraham Road regarding Discharge of Conditions 3, 4, 5, 6 and &amp; of S/2868/1/5/FL.</p>	
<p><u>Information only</u>: S/1340/17/NM, Proposed new purpose built community building at Home End – Re-forming access to highway, increasing access road width and provision of footpaths.</p>	
<p><u>New Applications</u>: S/1472/17/FL, 85 Cambridge Road – Hip to gable roof extension and rear facing roof dormer; Fulbourn Parish Council objects to this application due to over-development, overlooking neighbouring properties whilst invading their privacy. Object. S/0230/17/CC, Fulbourn Primary School – Erection of 2 x 7 bay mobile classrooms for a temporary period until 31/8/19 and the permanent relocation of the existing cycle shelter and racks. Recommend support.</p>	
<p>S/1532/17FL, 17 Hinton Road – Erection of two dwellings following demolition of existing. The Parish Council supports the application subject to SCDC taking access into account.</p>	
<p><b>10 Tree works:</b> Cow Lane – Crown reduce 2 Sycamores to allow light into the house.</p>	
<p>Disclaimer: Fulbourn Parish Council Tree Officer and the Parish Council accept no liability for the advice given above.</p>	
<p><b>11 Correspondence.</b></p>	
<p>11.1 <b>Cambs Acre</b> – Informative session at Paxton Pits regarding managing and funding green spaces on 24/5/17 at 2.30pm.</p>	
<p>11.2 <b>SCDC</b> – Local Plan Hearings Programme; dates for all the remaining hearings received.</p>	
<p>11.3 <b>Fulbourn Village Library</b> – Extended opening times on Wednesdays which were trialled for one year have proved a success and they request continue permission to continue for the future. Council agreed. This will be included when writing about Item 7.</p>	<p><b>Clerk</b></p>
<p>11.4 <b>Centurion</b> – Proposed overnight road closure of Teversham Rd to allow Network Rail to work through the crossing. To take place between 23.00hrs 9 July to 06.00hrs on 10 July 17; Station Rd to be closed from 23.00hrs on 11 July until 06.30hrs on 12 July 17.</p>	<p><b>Clerk</b></p>
<p>11.5 <b>Highways England</b> – A14 Cambridge to Huntingdon April 2017 newsletter. Website: <a href="http://www.highways.gov.uk/A14C2H">www.highways.gov.uk/A14C2H</a></p>	
<p>11.6 <b>Headway</b> – If there is a possibility they could be involved with facilities at Ida Darwin site, they have sent a list of their requirements should Council be able to accommodate. Cllrs Drage, Thorn and Brown discussed their requirements which would be impracticable for the site and would not meet the criteria of community facilities required resulting in SCDC</p>	<p><b>MD</b></p>

<p>refusing the previous application. The Chairman will reply to Headway.</p> <p>11.7 <b>P Dennis</b> – Enquiry regarding ownership and responsibility for maintenance of perimeter fences on the estate. With help from Cllr Williams, the Clerk has replied.</p> <p>11.8 <b>A Critoph</b> – Concerns about a Parish Council tree bordering his property in Hinton Way. The Clerk arranged for a contractor to visit the site; he removed a dangerous limb and tidied the nearby area.</p> <p>11.9 <b>Landmark School</b> – Children strayed onto the cricket outfield and were threatened with being banned from using the recreation ground by a “Councillor”. The Clerk has spoken to the school and this matter has been resolved.</p> <p>11.10 <b>Fulbourn Forum</b> – News update including details of their AGM on 5/5/17 and Repair Café 13/5/17. The Council will write thanking them for another successful Litter Pick which generated 60 bags of rubbish and numerous bulky items.</p> <p>11.11 <b>NHS Cambs &amp; Peterborough CCG</b> (Clinical Commissioning Group) – Planned public consultation meetings on proposed changes to the provision of Specialist Fertility Treatment in Cambridgeshire and Peterborough have been postponed due to the announcement of the general election. The meetings will be rescheduled to take place across our area following the general election and the consultation will be extended to 5pm on 31 July to take account of this.</p> <p>11.12 <b>C Scullion</b> – Copy of letter sent to Lucy Frazer MP regarding concerns about development both nationally and locally and the practice by developers of strategic land banking. From the APM, Council did agree to also lobby our MP regarding this.</p> <p>11.13 <b>CLT East</b> – Information about setting up Community Land Trusts where a board of Trustees is set up to work with developers in building properties.</p> <p>11.14 <b>SCDC</b> – Local Plan Hearings programme update including dates on all the future hearing blocks for both the Cambridge Local Plan and South Cambridgeshire Local Plan examinations is published on <a href="http://www.scambs.gov.uk/local-plan-examinations">www.scambs.gov.uk/local-plan-examinations</a></p> <p>11.15 <b>R Fletcher</b> – Cutting of verge adjacent to his property by a parishioner without consultation who subsequently left a mess. Mr Fletcher contacted the Highways Authority for further advice and wished this to be discussed at Parish Council. Standing Orders were suspended. Mr Fletcher explained no one had approached him prior to taking on these works and he wished for consideration be given to the safety issue as the foliage had a traffic calming effect by slowing vehicles down. He said where the highway is bounded by linear features, such as a wall then overgrowth is presumed to be the responsibility of the Highway Authority. Standing Orders were resumed.</p> <p>After much discussion it was agreed to write to the person who had carried out the work pointing out Health &amp; Safety concerns when working on the public highway and that some works are not lawful during the bird nesting season. He might be interested in joining the Community Highways Volunteering Scheme. A copy will be sent to CCC and Mr Fletcher.</p> <p>11.16 <b>War Memorials Trust</b> – May 2017 magazine.</p> <p>11.17 <b>Clerks &amp; Councils Direct</b> – May 2017 magazine.</p> <p>11.18 <b>FISSC</b> – Request 4 parking spaces, two either side, are reserved for staff with perhaps lockable posts which are needed especially when locking up at night. Following discussion, Cllr Ward proposed they either mark the kerb or erect “Reserved” signs rather than installing posts, proposal seconded by Cllr Shepherd and agreed by the Council.</p> <p>11.19 <b>O Drake</b> – Requests use of pavilion as before from 30<sup>th</sup> May to 2<sup>nd</sup> June. Most of the time will be spent on the MUGA running football training sessions. Also asking if he can cone an area to have a bouncy castle on the Friday and he does have insurance to cover this. Council agreed Mr Drake may use the pavilion, but before agreeing to the bouncy castle, for which he would be solely responsible for, Council would need to see a copy of his insurance, a Risk Assessment and a Method Statement. If these are in order, permission will be given.</p> <p>11.20 <b>NALC</b> – May 2017 newsletter.</p>	<p><b>1308</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
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**12 Council Sub Committees.**

**ACE and Highways.** Minutes of a meeting held on 19/4/17 are attached. Council said the first allotment had not been attended so far this year and as we have a waiting list, the holder would be given notice to quit. Money has been allocated in the budget for street lights, so the committee may proceed with refurbishing the Parish owned lights. A date was set for the Annual Village Walk, 1<sup>st</sup> July 2017. At present it was decided these committees would stay amalgamated as most Members were on both but would be reviewed in the future.

**Finance** Minutes of a meeting held on 5/5/17 were issued.

**Councillor Members on Sub-Committees.** Cllr Shepherd agreed to serve on the Highways Committee and Cllr John on the ACE and Youth. Cllr Mair is on the Almshouses Committee.

**13 Review of Council Policies for Resolution.**

Cllr Drage reviewed the Policies making an amendment to the Health & Safety Policy to meet legislation. Cllr Ward proposed accepting the Policies, seconded by Cllr Cone and agreed.

**14 To resolve the accounts for the month.**

SP Landscapes: Ground works.....2,592.00	Smiths: Clock service.....230.40
Pitchcare: Supplies.....594.00	Barclays: Monthly fees.....35.34R
MJ Potts: Repairs at Swifts.....48.00R	B’s Travel: Shopper bus.....220.00R
SP Landscapes: Grass cutting.....510.00	TalkTalk: March calls.....36.10
Eastern Tree Surgery: Hedge work....564.00	LDS: Pump delivery.....174.90
Replay: Ground maintenance.....495.00	S Danischewsky: Fees.....3,640.00
Wages: Clerk + Expenses.....1,324.45	Wages: Pavilion Cleaner.....102.00
Wages: Swifts Cleaner.....136.00R	

Cllr Thorn proposed accepting the accounts, proposal seconded by Cllr Lockwood and agreed

**15 To receive items for inclusion on the next Agenda for decision and/or action.**

Carter Jonas

There was no further business and the meeting closed at 9.55pm.

Additional reports:

**Item 5**

**District Councillor report to Parish Council May 2017**

**Appointment of new Chief Executive**

The appointment of the new Chief Executive was agreed by Full Council following last month’s report. The new Chief Executive will be starting her new role later this year with the full support and backing of Councillors.

**Refuse Collection**

Following the merger of bin collections between City Council and SCDC there has been some teething errors resulting in missed collection of bins. I have raised this issue with the officer in charge of this shared service who assures me that these problems are being ironed out and will not be the norm. Please could Parish Councillors and residents please keep informing me of any missed collections within Fulbourn so that I can make sure that this service is delivered correctly?

**Fulbourn Road cycle path**

The work on Fulbourn Road’s cycle path has started which will give Fulbourn better links between us and the City. This will benefit residents across Fulbourn who cycle to work. I am pleased this

work was granted funding by the City Deal as it is something that I have lobbied for and attended meetings to move forward as it clearly benefits my residents.

### Mobile speeding device

The officers at County Council are still yet to receive the mobile speeding device and until this device is received by County Council they cannot come to do the Parish Councillors' training. I have contacted officers to chase the contractors so that we can start using this device within our village.

### Solar stud lighting on Cambridge Road

Over the past month I have had a Highways officer do a site visit on Cambridge Road to discuss moving this project forward. I was pleased that the officer seemed confident about the project moving forward within a 12 month time frame and felt that the allocated funding would be adequate to light the unlit section of Cambridge Road. I have had much correspondence from residents regarding the poor lighting on Cambridge Road and I am sure that once completed the light generated by the solar studs fixed into the cycle path will make a huge difference to pedestrians and cyclists.

Graham Cone

### **Item 12**

## Fulbourn Parish Council Highways, Allotments, Cemetery and Environment 26 April 2016

### **ACE and Highways Committee Members**

- John Rickett (JR)
- Julian Mair (JM)
- David Smith (DS)
- Robert Lacey (RL)
- Tina Lockwood (TL)
- Jackie Sitton (JS)

Key issues over the last year include:

### **Street lighting**

Last year the streetlights in the village were replaced by Balfour Beatty Plc and the number of streetlights was reduced by 10%. The Parish Councils recommendations were not followed and a number of complaints followed. Since then the Parish Council have been trying to put right the damage done by Balfour Beatty and have reinstated a number of lights at Parish Council expense.

We have also paid for the lights to remain on at night after the County Council decided to switch them off at midnight (a poor decision that thankfully has now been reversed).

The village own 36 decorative cast iron streetlights which were not subject to the replacement programme. These lights are in poor condition and in need of restoration. Plans remain to restore these to their former glory over the coming years.

At the end of last year the Council was successful with an application to the Highways Initiative funding scheme for solar stud lighting along the Cambridge Road cycle path to make the road safer for cyclists. Work on this is due to start soon. A special thanks to District Councillor Cone for the work he put in to make this happen.

### **Speeding in Fulbourn**

The committee continues to be vigilant about speeding vehicles in the village and this year the PC has acquired a mobile speeding device for the village. The device does not issue fines but reports speeding

vehicles to the police who have the authority to prosecute repeat offenders.

The Council also have a number of volunteers who have been trained on the use of police speed cameras.

There are no plans to reduce speed limits in the village.

### **Reporting Potholes and Streetlight Faults**

The Cambridge County Council website [www.cambridgeshire.gov.uk/highwayfaults](http://www.cambridgeshire.gov.uk/highwayfaults) used for reporting highways faults has been a great success and many potholes have been filled.

### **Parking Issues**

Following complaints about parking enforcement in our villages, Chief Inspector James Sutherland has set up an online web page where reports about parking in our village can be made. <http://tinyurl.com/SouthCampsParking>. The plan is to collect information and then do some crack down visits.

Concern over additional traffic around the school during the building work due to start in the summer have been addressed by the Council and Contractors will use the car park at the Recreation ground to alleviate congestion at the school.

## **ALLOTMENTS, CEMETERY AND ENVIRONMENT**

### **Allotments**

The allotments are on the whole well maintained and there have been no reported issues in the last year. There are very few allotments and waiting list is very long. There were some discussions around obtaining additional sites in the new Ida Darwin development but this has been rejected by the developers.

### **Green Spaces and Grassed Verges**

Last year we were not happy with the Contractors maintaining our green spaces and this year they were replaced by new Contractors.

Village Walks to inspect green spaces have been reintroduced and provide a great way to monitor our green spaces and obtain the views of local residents.

We are particularly pleased with the areas adopted by local people. Many people do a great job at making these green spaces look great. Particular praise must be given to Ben Parker for his creative designs in Greater Foxes and Clive Dellar who does a great job maintaining the space at the top of Bird Farm Road.

### **Litter**

Thanks to Fulbourn Forum for organising another successful litter pick this year.

### **Christmas Tree Lights**

The lighting of the Christmas Tree lights was a bit of a washout last year as the torrential rain forced the children to move to the school and the lights were off and on for a few days as the rain tripped the power. Thanks again to David Wright for providing power again this year.

The Council continue to seek their own power supply and quotes have been obtained.

### **Cemetery**

The committee remains committed to improvement at the Cemetery. A plan for the Cemetery was submitted last year and has work started. The committee is reviewing these plans in light of the latest allocation of funds but hopes to make significant progress this year. Plans include the resurfacing of the drive, replanting around the war memorial, replacement of the site plan and additional plantings to improve the layout and aesthetics.

We are also reviewing policy on benches as many have fallen into disrepair and there are far more benches than required.

Report of a meeting of the **Finance Committee** of FULBOURN PARISH COUNCIL held on Friday, 5<sup>th</sup> May 2017.

**Present:** Councillor M Drage (Chairman) and Councillors Cone, Thorn and the Clerk.

**Apologies for Absence.** Cllr Newell and the R.F.O, Mr Terry Fretwell.

**Matters arising from the meeting held on 18<sup>th</sup> January 2017.**

We will ask for an update regarding installation of the street lights. We believe it is just a matter of when UK Power Networks are scheduled to connect them as only they have the authority to do so.

**Finance Report – 4<sup>th</sup> Quarter Jan – Mar 2017.**

In the absence of the RFO, the Clerk went through the Costs Centres explaining: - Pavilion and Recreation Ground – This included £5,705 on a new drain which had been unbudgeted and although grass cutting costs were higher, the total was only £3K over budget.

Swifts – There were lower costs but higher income than forecast.

Cemetery – Higher costs this year and income was lower.

Section 137 – Additional costs to Youth Building and donation to Save Fulbourn Fields.

**Annual Return.**

The Clerk tabled the Annual Return and supporting documents for the Internal Auditor.

**Any other business**

The Committee discussed existing money in the budget. Cllr Cone will obtain quotes for bus shelter seating and consideration will be given to installing a bench more central to the village following requests from parishioners at the APM.

There was no further business and the meeting closed at 8.45pm.