

Minutes of a Meeting of FULBOURN PARISH COUNCIL held in The Fulbourn Centre, Home End, Fulbourn on Wednesday, 14<sup>th</sup> December 2011.

**Present:** Councillor Patten (Chairman) and Councillors Bullen, Dawson, Drage, Hardwick, Lockwood, Mair, Scarr (and District) (during the Public and Press Item), Stalley, Ward, Webdale and Williams (and District), the Clerk and 9 Parishioners.

**116. To accept apologies for absence.** Councillors Farmer, Lacey, Newell and Clarke.

**117. To notify the clerk of any declarations of interest that will be declared by members for any item to be discussed.** Coun Ward – Personal Item 118.

**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.**

Ian Bastow read out a statement to Council from several residents regarding information about Exception Sites also observations from the recent Parish Council edition of The Pump which featured the article on the Call for Sites.

### **118 Exception Site Resolution.**

In response to a question, Coun Williams said the Housing Needs Survey was carried out by Cambridgeshire ACRE on behalf of the Parish Council and was sponsored by Accent Nene. Although the Council was unaware of this at that time, it does not invalidate the results. He continued the Affordable Housing on the Windmill Estate is oversubscribed with 8 people going for every property. The need for Social Housing in Fulbourn cannot be met by either the latter's redevelopment nor the Ida Darwin site. Surveys suggest 140 affordable properties are needed either for rent or shared equity. The Parish Council has to recognise this and do something. Rural Exception Sites can only be considered by the Parish Council when they are brought forward. So far only one proposal from Accent Nene has been put to Council, and we are not even certain if this will happen as the land has not yet been sold. The Parish Council would consider if it wanted to support any application it received after taking into account any conservation and environmental issues and views of the public. At the October meeting, Council agreed in principle to Rural Exceptions Sites knowing there was a need. Both District Councillors Scarr and Williams would not wish to prejudice their position at SCDC when a planning application was received by that authority.

Coun Scarr added that under the Local Development Framework (LDF) all sites would have Affordable Housing which covers shared equity, keyworker and rented. Rural Exceptions Sites deliver housing at affordable rent. A large developer would not wish to promote rented housing. On the Ida Darwin site, the proportion of affordable housing would not necessarily be allocated to Fulbourn people. If we are to tackle the need of housing for parishioners, we need Rural Exception Sites. Coun Williams said for example some homes on the Windmill Estate had gone to people on the Housing List in more need than our villagers.

It was confirmed to Coun Hardwick that Exception Sites permits development on land that would not normally be allowed. The Parish Council would have greater control and as they are under perpetuity for Fulbourn people, when sold, would go to another Fulbourn person or one with village connections. Coun Webdale said we are here to serve parishioners.

Coun Williams said under the Localism Bill which had received Royal Assent, Rural Exception Sites will no longer be available and instead it will be up to Parish Councils to develop local affordable housing with a willing developer/trust or association although he could not see this Council having the resources to do so alone.

Standing Orders were suspended. Mr Bastow said some sites had been sent to SCDC.

Coun Williams replied that the Cox's Drove site had not been registered (and this has since been confirmed) and the Moss land in Home End had been put through for normal development in SCDC's Call for Sites and not as a Rural Exception Site.

Mr Ward said at an Almshouse Trust meeting, it had been agreed in principle to see if they could move that body to help and make the charity a Social Landlord which would give them total control. The Trust holds £1 million in assets already.

The Chairman reiterated that Council always carries out consultations with parishioners and holds public meetings when required. Standing Orders were resumed.

Coun Williams then proposed "Given the evidence of significant housing need in Fulbourn provided by the Census, South Cambs Housing Register, the Parish Plan Questionnaire and the recent Housing Needs Survey by Cambridgeshire ACRE, this Council reaffirms its agreement in principle to establishing Rural Exception Sites to meet this need, however, it cannot give views for any particular scheme ahead of a formal planning application being made because such action would prejudice its position, which will be based on the planning evidence put to it following public consultation". Proposal seconded by Coun Webdale and with 9 votes in favour, the motion was passed.

### **119 Greater Foxes – Meeting with SCDC Tree Officer for Resolution.**

Following a meeting with the SCDC Tree Officer, residents appreciate that some of the trees will have to be removed. Coun Bullen has the equipment to move them, and it was agreed that some Councillors would meet to decide where they could be relocated.

### **120 To receive reports from District Councillors.**

120.1 Councillor Scarr issued the attached report. When asked about meetings at SCDC, he explained the changes advising that the Cabinet is made up of Portfolio Holders who have meetings and make decisions. These are then discussed by the Scrutiny Committee but the decisions still go ahead. Council hold monthly Planning meetings that both he and Coun Williams attend if relevant to Fulbourn, and SCDC still have Full Council meetings.

120.2 Councillor Williams issued the attached report.

### **121 To approve the minutes of the last meeting.**

The Minutes were accepted and signed by the Chairman.

### **122 Matters arising from the last meeting.**

122.1 Quality Status. Our application has been submitted and went before the panel on 9/12/11. Council should hear here within the month if we have been successful.

122.2 Christmas lights and bonuses. Couns Bullen, Dawson, Mair and Newell and Mr David Wright for the electricity connection, are thanked for the display opposite the church. Council approved staff bonuses for Mike Smith, John Stalley and The Swift's cleaners.

123.1 **War Memorials Trust** – November 2011 Bulletin.

123.2 **Fulbourn Forum** – November newsletter.

123.3 **S Sparks** – Letter re Affordable Housing. The Clerk has replied.

123.4 **SCDC** – Housing Strategy Consultation, deadline 31/01/12.

123.5 **Veolia Water** – Draft Drought Management Plan, Public Consultation until 16/01/12.

123.6 **R Wombwell** – Copy of letter sent to CCC regarding High Street parking alterations.

123.7 **57<sup>th</sup> Scout Group** – Copy of letter terminating their BT landline.

123.8 **CCC** – Local Minor Highway Improvements, application by 30/12/12. We could see if moving speed limit signs would qualify or if reducing speed limits would meet the criteria.

123.9 **C Webb** – Concerns over dog fouling in the village. The Council published an article in The Pump which was delivered to every house in the village.

123.10 **Taylor Vinters** – Confirmation they hold the Title Deeds for Guide Hut and land on behalf of the Parish Council.

123.11 **J&J Woolfenden** – Concerns about service at newly opened Post Office Local.

Teething problems were expected. Council agreed to write thanking the Manager and staff at the Co-operative Store for their work taking this facility on.

123.12 **CCC** – Funding for local community projects to be used to help assess the potential for energy efficiency and local renewable energy generation in local communities. A copy of this will be given to the Townley Trust for Phase II and Fulbourn Forum.

123.13 **A Tanser** – Final artwork for the Life Wall sent for comments. This along with the Wave Bench and Human Sundial are due to be installed in Spring 2012. Approved by Council.

123.14 **SCDC** – An Empty Homes Strategy has been developed with the consultation running until the end of February 2012.

123.15 **Balsham Road** – Entrance for discussion. This was deferred until the autumn.

123.16 **Fulbourn Forum** – Wish to put two more herb boxes on the larger green in Caraway Road and on the corner verge (probably owned by CCC) between Cow Lane and Pierce Lane. Members suggested the boxes might be better placed on the smaller green in Caraway Road due to ball games played on the larger green, and Poor Well would be a safer location.

123.17 **N Osborne** – Suggestion to celebrate the Queen's Diamond Jubilee by the Parish Council for consideration. This was deferred to the ACE committee and will be placed on the January agenda.

123.18 **CPALC** – Minutes of AGM held on 3/12/11.

123.19 **Fulbourn Forum** – December 2011 newsletter.

123.20 **A Andrews** – Copy of letter to SCDC Tree Officer with concerns about amount of tree work being carried out at Home Close. These works have been approved.

123.21 **SCDC** – Suggestions for launch date of Adult Exercise Equipment. Members agreed to 4<sup>th</sup> February 2012.

123.22 **CCC** – Comments required for Street Lighting Project. Some columns will be lost and it is up to Parish Councils if they wish to adopt these and take responsibility for maintenance and energy costs. Also if we require different columns to the standard ones that will replace the existing, if we would fund the difference. As yet, we do not know where works are intended, but Balfour Beatty will be sending out leaflets to every household in this regard. We will write with concerns that many of the lighting columns are in a Conservation Area and the proposed replacement columns will not be in keeping.

123.23 **SCDC** – Confirmation maintenance responsibility has been transferred to SCDC although Parish Councils will continue to be responsible for the provision of power.

#### **124 Report from the Communications Committee.**

The attached report was accepted by the Council.

#### **125 Statement of Intent & Communications and Community Engagement for Adoption.**

The attached policies were considered by Council. Coun Williams proposed they are both adopted, seconded by Coun Ward and agreed by the Council.

#### **126 Setting up an "Older Persons Forum" and a "Youth Forum" for Resolution.**

An article for comments will be published on the January edition of The Pump concerning an Older Persons Forum. With regard to setting up a Youth Forum, Council will consult FA4Y (Fulbourn Action for Youth) and invite the Head teachers from the primary school with a view of getting the younger children involved.

#### **127 RTPI (Real Time Passenger Information) Displays in Fulbourn for Resolution.**

Coun Williams proposed the Citi 1 stops in The High Street, The Baker's Arms and both in Cambridge Road should be put forward in that order as per the results of the Public Transport Survey. Seconded by Coun Lockwood and agreed by Council.

#### **128 To consider planning applications.**

Minutes of a meeting held on 22<sup>nd</sup> November 2011.

Permission: S/1909/11, Cox's Drove – Change of Use of Light Industrial Workshop to Veterinary Surgery.

Refusal: S/2086/11, Impett's Lane – Erection of Gate Piers and Gate.

Certificate of Lawful Use or Development received for L'Abri, Teversham Road.

Amendment: Accent Nene, Erection of 79 Dwellings following Demolition of 34 Existing.

New Application: S/2369/11, Greater Foxes – First Floor side and single storey front extensions.

### **Tree works:**

The Pines – Trim Holly and Hornbeam & fell dying Pine;

Cow Lane – Reduce Holly in height and shorten sides;

Pierce Lane – Prune/ trim Ironwood, Hawthorn, Cherry, Lilac & Apple, fell Cherry & Ash;

All sites have been visited, routine management and no objections;

Home Close – Fell Robinia & Ash and replant two more trees. No objections;

Cow Lane – Trim 2 Ash Trees. No objection;

Capital Park – Numerous works following Tree Survey (covering 48 pages). Appears to be a very professional management plan which we believe has to be accepted.

### **129 Report from the Highways Committee.**

The attached report was issued. Council agreed to write with parking suggestions to the landlord of The White Hart as vehicles are blocking Balsham Road and Impett's Lane.

### **130 Report from Marshall's Consultative Committee.**

The attached report was issued and accepted by the Council.

### **131 Scout Hut Light.**

This light belongs to the Council. Coun Mair offered to replace it on our behalf. Coun Stalley proposed accepting Councillor Mair's Offer, seconded by Coun Ward and agreed by Council.

### **132 Allotments.**

Several plots are not being maintained. Coun Ward proposed we write to holders with the suggestion they share their plots with others on the waiting list if they are finding it hard to keep up the maintenance, seconded by Coun Scarr and agreed by the Council.

Council has been asked how many plots they would like when Ida Darwin is developed, and Members agreed to ask for 25.

### **133 Report of Wadlow Windfarm visit.**

Coun Patten found this visit very interesting and advised there had been a trial delivery run of a turbine from Great Yarmouth to the site yesterday. They expect to begin erecting the turbines in April and have them fully operational in October 2012.

### **134 To resolve the accounts for the month.**

Algar Signcraft: New sign.....168.00R	Barclays Bank: Fees.....23.07R
AmeyCespa: Third party contribution for adult exercise equipment.....280.00R	
B's Travel: Shopper & PO.....440.00R	Ridgeons: Supplies.....73.28
Demco Ltd: Shelving.....419.48C	J Furner: Rec. Groundwork.....828.00
Talk Talk: November calls.....44.15	PWLB: Loan repayment.....15,503.95
NALC: Quality Status Fee.....240.00R	Petty Cash: Stamps & Admin.....4.50

Coun Hardwick proposed. Seconded by Coun Ward that the accounts are passed. Agreed.

Quotation: Dents: CCTV Hard Drive.....515.00 +VAT

Coun Scarr proposed accepting the above quotation, seconded by Coun Bullen and agreed.

### **135 Date for Precept 2012 meeting.**

Provisionally a Finance Committee – 17/01/12 and Precept 24/01/12 were agreed.

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

There were no further business and the meeting closed at 10.35pm.

Attached reports: -

**Item 120.1**

**District Councillor's Report December 2011**

This report contains a certain amount of “things that I have been doing” since the last meeting. Not all of them are necessarily things that could only be done by a district councillor, but (where this applies) they are things that the parishioners concerned believed were District Council matters.

**Street Lighting at Thomas Road:**

I was approached by a resident of Thomas Road concerned at the number of street lights that were out. Since this family were housed at Thomas Road through the South Cambridgeshire housing register, they asked if we could get the street lighting sorted out. Working with PC Hajradini who had also been contacted about this problem, we were able to speak to the right person at A2 Dominion and have been assured that work is in hand to get all the lights working as soon as possible. (There also seems to be an issue of fairness here: residents of Thomas Road pay council tax to get the lights in the rest of the village fixed, yet pay through their rent to get the lights fixed in their own street. This could be put right if Thomas Road and the paths leading to the houses in Hinton Road and Teversham Road were to be adopted.)

**Tu'penny/Two penny Green:**

Following on from the last meeting, I arranged to meet Rob Mungovan (Ecology Officer at SCDC) at Tu'penny Green to discuss planting the area to provide a nice display. Rob's report has been sent on to the clerk, but to summarise:

- a) Rob suggests that a blast of garden daffodils at the entrance to the village would provide colour, but we could probably do better. Daffodils generally multiply by growing out from the root, but they do seed – and so might spread well beyond where they are planted.
- b) There are plenty of native species which could provide a suitable display, but there are ecologically better native species of daffodil as well if that is what the council would prefer. The report includes prices and sources for seeds if we wish to proceed.

**Members' Allowances:**

Council passed at the November meeting a motion agreeing to freeze members' allowances for another year in recognition of staff pay being frozen at SCDC and across the public sector for another year. Maybe this will make all those whose wages are frozen across the public sector (which equates to a pay cut as the cost of living increases) feel better. Or maybe, not. Personally I think this is gesture politics, and the two subjects are completely unrelated.

Best wishes for a Merry Christmas and a happy and prosperous New Year,

*Neil Scarr*

**Item 120.2**

**My report to the December 2011 meeting of Fulbourn Parish Council**

1. Since the November parish council meeting I have attended a council workshop on local accountability and governance and the full council meeting of South Cambridgeshire District Council on Thursday 24 November 2011.
2. At the full council meeting I asked a question about the reimbursement of service charges for sheltered accommodation on behalf of council leaseholders.
3. At the same meeting I also supported a motion which committed councillors not to increase their allowances for the coming financial year.
4. It was clear from the workshop that under the Localism Act parish councillors will be expected to more transparent, be scrutinised more by their parishioners and be more accountable and responsible for more planning matters.
5. South Cambridgeshire District Council has set the tax base for 2012/13 at 60,793.00 band D properties an increase of 1.3% on last year. This is used to calculate the basic amount of council tax to be raised. The tax base for Fulbourn parish council has been set at 1,961.7 equivalent band D properties.
6. South Cambridgeshire District Council is taking over responsibility for the maintenance and replacement of parish council street lighting which is not covered by the county council PFI contract.
7. Further to previous reports the Samaritan signs have been attached to the fence line along the railway between Fulbourn Old Drift and Yarrow Road. Further signs are to be placed at the level crossing.
8. I have got agreement from South Cambs for a litter bin and trial recycling bin for Teasel Way.
9. I attended a Cambridgeshire County Council workshop on HCV management held at Swavesey Village College on 29 November 2011 on behalf of the parish council. Following a number of trials involving parish councils across the county the proposed strategy has been slightly altered to make it more difficult to justify formal action against lorry movements. It is clear that the county council will only take legal action as the very last resort and then reluctantly.

John Williams  
8 December 2011

#### **Item 124**

##### **Minutes of a meeting of the Communications Committee held on Friday 25 November 2011 at 10.30am at The Swifts**

Present: Mary Drage, Jo Patten, Malcolm Webdale, Alison Farmer

Apologies: John Williams

#### **1 January edition of The Village Pump**

The Committee discussed items for inclusion in the January edition of the Pump and agreed that in view of the misapprehensions certain parishioners have over exception sites and for the avoidance of doubt, the front page of the Pump should contain a very carefully worded and accurate article setting out what an exception site is, what can be built on it and who can live in the houses.

Page 2 would contain an article and map of the new Youth Building.

Page 3 would contain an article and map of Phase 11.

Page 4 would contain other items of general interest/information.

As there is now an additional cost in printing charges due to the Pump having 4 pages, it was agreed to get two more quotes for comparison.

## **2 'Older' Persons and Youth 'Forums'**

To directly involve the 'older' people and also the 'youth' of the parish, the Committee recommends that the PC looks into setting up an 'Older Persons 'Forum'' and a 'Youth 'Forum' This would be a 'hands on' method of trying to engage their interest in the future of their village and would promote a sense of democracy and citizenship which Councils now need to demonstrate. The Parish Plan and Action Plans should provide some information that would be useful in this context and the plans should be reviewed. If agreed by Council, and as a first step to gauge interest, a notice would be placed in the January Pump asking for those interested to contact the Clerk.

## **3 Communications and Community Engagement Strategy Policy**

Having looked through the guidelines in the NALC Communications Toolkit and in view of all the current and future media and parishioner interests that will arise, particularly the current exception sites/housing issues, the Committee is recommending the setting up of a Communications and Community Engagement Strategy Policy to set out some guidelines. 'Communications and community engagement' is something that PCs are now expected to actively promote and is looked for when a PC applies for Quality Status.

Apart from setting out how the PC will communicate PC issues to the parishioners, how it will promote community engagement and the means by which this will be achieved, it could also cover the procedure to be followed in making verbal, written (including e mail) and media statements on behalf of the PC. This would not be set in stone and occasions may arise that call for individual measures.

If agreed by Council, the Committee estimates it would take approx 3 months to draft and finalise this Policy.

## **4 PC and village web site**

The web site is constantly being updated and reviewed and will continue to evolve. There have been some issues in entering dates on the online calendars of the Fulbourn Centre and The Swifts which are being looked into by the web master.

## **5 Queens Jubilee event - June**

The Feast committee have arrangements in hand for the childrens party in the High Street and several councillors on the Communications Committee will help. The PC is looking to put on an evening event and enquiries are being made.

## **6 Date of next meeting**

12 January 2012 at 10.30am at The Swifts. There being no further business the meeting closed at 12 noon.

## **Item 125**

**FULBOURN PARISH COUNCIL**  
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## **Statement of Intent on Training**

Fulbourn Parish Council is committed to identifying areas of training and ensuring that all members of the Council are positively encouraged to attend appropriate training courses. This will ensure they have the knowledge and understanding of their role which will enable them to give the best possible service to their parishioners.

- All newly elected Chairs will be asked to attend a ‘new Chair’ training course
- All newly elected Councillors will be asked to attend a ‘new Councillor’ training course
- The Clerk will be asked to attend ongoing training courses that are relevant to his/her role
- Any staff employed by the Council will be asked to attend any training courses that are identified as relevant to their job or for their health and safety

Adopted by Full Council on the 14<sup>th</sup> December 2011.

## **Communications and Community Engagement**

Fulbourn Parish Council recognises that good communications and community involvement are crucial in building up trust, improving relations with the local residents, letting residents know what the Council is doing and why and providing the Council with a greater understanding of the needs and views of the local community. In view of this, 18 months ago FPC set up a PC Communications Committee sub committee with the remit to specifically focus on communications and how to involve and interact with the local community. The web site and the PC quarterly newsletter are the two things the Communications Committee has focused on since its inception.

**Web site** – over the last year, the Parish Council web site has been redesigned completely and a new village and parish council web site set up. As well as publicising PC news, minutes and agendas, the web site now features local news and events, details of local schools, health centres, library and other village services, Clubs and organisations. Details of classes, events, films and plays at the Fulbourn Centre and The Swifts are also published. The web site is constantly evolving and we look to expand it further. Parishioners now have an on line method of communicating directly with the parish clerk and the council. Links to South Cambs District Council and Cambs County Council are also supplied on the web site to enable people to log on to these web sites while staying logged into the PC and village web site.

**Parish Council quarterly magazine “The Village Pump”**– the quarterly PC newsletter, The Village Pump, has been extended from 2 pages to 4 pages and it is now printed in colour on better quality paper and there are plans to expand it even more in the future to keep parishioners informed of ongoing projects and inviting their views. As well as being circulated to all households in the village, copies are also available from the library, the Health Centre, ‘Twelve’ - the church run centre in the High Street - and the Parish Office.

**Fulbourn Forum** – the Fulbourn Forum is an organisation that was set up following analysis of the questionnaire and the setting up of the Parish Plan and is supported by, and works with, the PC. It looks into ways of preserving the wildlife and amenities of the village and surrounding countryside without destroying the habitat of native species. These are issues of great concern to our local community and the PC will continue to support any appropriate measures and work with and alongside the community in tackling them. Regular litter picks are also held and planters containing mixed herbs have been erected in various areas of the village. These are free and can be picked by anyone. ..

**Fulbourn Library** – the PC is a partner with Fulbourn Library and Cambs County Council in providing a base for the library and library services to the community and the three party agreement was set up when the Cambs County library was shut in a cost cutting exercise by the authority. The library is open every weekday in a purpose designed section of the PC owned Swifts building. It has been running now for 7 years and is well supported by the local community as book borrowing figures supplied by Cambs County show. The PC considers this a vital village amenity in that it brings people together in a social atmosphere for a purpose and will continue to give the library their continued support and financial assistance. There are also two free computers for general use. A PC councillor is on the library management committee and reports back to the PC as necessary.

**Vital local issues** – when vital local issues arise, eg planning matters or a large application such as the present concerns over proposed new houses in the parish and the impact they will have on the community, the PC calls a public meeting and invites the appropriate persons to attend and outline the proposals. Before the last public meeting concerning the housing issues was held in the village hall, an explanatory article and a map was published in ‘The Village Pump’ and delivered to every home in the parish so parishioners had the relevant prior knowledge. Parishioners were able to ask questions after the presentation and their views were noted by the PC and will be kept under review.

**Village guide** – every four years after an election, the Village Guide is updated. As well as being circulated to all households in the village, copies are also available from the library, the Health Centre, ‘Twelve’ - the church run centre in the High Street - and the Parish Office.

**Fulbourn Health Centre Patient Participation Group (‘PPG’)** – two councillors helped to set up and are on the committee of the PPG. This is seen as a vital link between the health centre doctors and staff, some of whom are not local, the patients and the PC and the PPG itself is a link between the doctors, nurses and staff and the patients.

**New Residents** – when new residents move in, the Clerk posts a copy of the parish council leaflet, newsletter and the Village Guide through their door.

**Village Clubs and Associations** – the PC works closely with the village clubs and associations. Football, tennis, cricket and bowls are played on the Recreation Ground and facilities are kept to a high standard. A childrens play area, a skate park and adult exercise equipment are also provided and maintained.