



plus additional costs including cleaning. The Precept had also included money for tree works and the Neighbourhood Plan. Mr Fretwell had also issued draft Cost Centre figures along with a Precept comparison for information. Going through the figures the PC has retention costs on The Hub due next year together with running costs plus the loan repayments. Being prudent to recognise these factors, the Finance Committee had recommended the Precept be increased by £7,000.

Cllr Williams had raised questions concerning S106 monies, which Mr Fretwell explained had been earmarked for various projects and income expected from The Swifts and Cemetery fees. Income for The Swifts is higher during the Winter period and Cemetery fees are difficult to estimate. Terry Fretwell will reply to Cllr Williams direct.

Cllr Ward proposed raising the Precept to £183,000, proposal seconded by Cllr Thorn and agreed by the Council.

## **92 To receive reports from County and District Councillors.**

92.1 County Councillor Williams. In his absence due to a family illness, Cllr Daunton said a meeting of the County Council had been postponed until next week after the General Election. Following correspondence to have the cycle path widened near Cambridge Road and Windmill Lane, Cllr Williams had spoken to the CCC Highways who will carry out works if the hedge is cut right back. The Clerk confirmed she had contacted the land agent requesting these works.

Cllr Ward said 5 days to deal with faulty lighting at the Balsham Road was unacceptable.

Cllr Daunton suggested the Clerk contacts Cllr Williams about this.

92.2 District Councillors Williams and Daunton issued the attached report and explained some items in further detail.

92.3 District Councillor Cone issued the attached report in his absence.

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

The Minutes were accepted as a true record and signed by the Chairman.

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

94.1 Fulbourn Hub. Directional sign has been ordered; a water leak meant works to repair the telephone line fault in the road had been delayed, however Openreach visited the site earlier today and it is hoped the fibre cable installed in the building will soon go live. The Clerk has been liaising with BT so progress is finally being made.

94.2 Street lights. SCDC intend installing LED lighting which will be more economical to run and will liaise with PC's with regard ornate cast iron columns.

94.3 Shopper Bus. The monthly visits to the library are proving popular with parishioners where refreshments are also provided. The service might be extended next year to include visits to local attractions including Lode Mill and Anglesey Abbey.

94.4 The Haven. A quotation for tree works has been accepted.

## **95 Neighbourhood Plan.**

Notes from a meeting held on 18/11/19 were issued. Cllr Ward confirmed an updated version from the consultant is due shortly.

## **96 Recreation Ground Users Policy – for Adoption.**

Cllr Ward proposed adopting the Recreation Ground Users Policy, proposal seconded by Cllr Newell and agreed by the Council. This document will now be issued to all Users.

## **97 Tree works:** No applications received this month.

Disclaimer: Fulbourn Parish Council Tree Officer and the Parish Council accept no liability for the advice given above.

## **98 Correspondence.**

98.1 **CAPALC** (Cambridgeshire and Peterborough Association of Local Councils) – AGM, 4/12/19 in Somersham.

98.2 **CCC** – Cambridgeshire Matters Newsletter, November 2019.

98.3 **CCC** – Information on how local councils and communities can access and share information via the website: [www.cambridgeshireinsight.org.uk](http://www.cambridgeshireinsight.org.uk)

98.4 **Peterborough City Council** – Cambridgeshire and Peterborough Minerals and Waste Local Plan – Proposed submission plan consultation until 09/01/2020.

1407

Clerk

Clerk

Clerk

- 98.5 **Living Sport** – Seeking a venue to hold a Walking Sport Festival Summer 2020 and needs access to MUGA/Tennis Courts and Indoor Sports Hall. Requests site visit. Cllr Ward and the Clerk will meet representatives in the New Year.
- 98.6 **K Poole** – Copy of correspondence sent to Carter Jonas and Hill Ltd regarding environmental concerns on the newly acquired land in Balsham Road.
- 98.7 **CCC** – There will be a Public Consultation on the CCC’s draft Climate Change and Environment Strategy running from 20/12/19 to 31/01/20. See <https://consultcambs.uk.engagementhq.com/climate-strategy>
- 98.8 **Cambridgeshire Acre** – Details of a Photographic Competition to win money for your Village Hall; starts 15/12/19.
- 98.9 **Fulbourn Forum** – News and a list of forthcoming events.
- 98.10 **SCDC** – November Parish e-bulletin.
- 98.11 **CCC** – IMHC (Integrated Highways Management Centre) October and November 2019 Incident reports.
- 98.12 **Fulbourn Arts** – List of future events including Fulbourn Cinema, Taking Tea, Snowdrop Walk and Pencils in the Park.
- 98.13 **Cambridgeshire Acre** – Village Halls Coffee morning even on 22/01/2020 in Haddenham from 10.30am.
- 98.14 **CCVS** (Cambridge Council for Voluntary Service) – December 2019 newsletter.
- 98.15 **Joanna Hudson** – The Management Company from Capital Park has agreed to have the plaque on a plinth in the grounds in respect of George Brewster, the child chimney sweep whose death had the law changed. See Item 100.1.
- 98.16 **A14C2H (A14 Cambridge to Huntingdon)** – A new 12-mile bypass to the south of Huntingdon has now opened. It runs between Ellington and Swavesey and is part of the project to upgrade 21 miles of the A14 between Cambridge and Huntingdon.
- 98.17 **Cambridgeshire Constabulary** – Invitation to attend a Modern Slavery Workshop on 10/01/20.

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

Wages: Pavilion Cleaner.....170.00R	Wages: Swifts Cleaner.....176.00R
B’s Travel: Shopper bus.....220.00R	APC: Pest Control.....70.00R
Fancy Dress: Santa suit.....31.98R	Barclays: Fees.....20.83R
SP Landscapes: Grass cutting.....1500.00R	BM: Santa treats.....49.00R
Daisy: Mobile phone.....15.41	Tony Hall: Light repairs.....71.80
Konica: Photocopier.....97.86	

Cllr Brown proposed accepting the accounts, proposal seconded by Cllr Johnson and agreed by the Council.

**100 Council Committees.**

- 100.1 Finance Committee. Minutes of a meeting held on 28/11/19 were issued and accepted.
- 100.2 Swifts User Group. Minutes of a meeting held on 27/11/19 were issued and accepted.

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

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

**Item 92.2**

**Report of District Councillors Claire Daunton and John Williams to Fulbourn  
Parish Council , Decembe 2019**

This report contains factual information which we hope will be of use and of interest to parish councillors and to the wider village community. For any queries please contact us at

[Cllr.Daunton@scambs.gov.uk](mailto:Cllr.Daunton@scambs.gov.uk); [john.williams@cambridgeshire.gov.uk](mailto:john.williams@cambridgeshire.gov.uk)

## PLANNING

The latest news bulletin from the Planning Service with all details of current consultations and other important information has been sent to all parish councils. Here is the link.

<https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/news-and-updates/>. Important to note that the consultation period for the Issues and Options appraisal is 13<sup>th</sup> January to end of February. We are urging all our parish councils to engage with this consultation and will be sure to let you know locations of road shows and other ways in which you can engage in addition to discussions at PC meetings.

### 1. Five-Year Land Supply

Councillors were briefed recently on the current situation with regard to the five-year land supply for housing development. There is at present 5.3 years' supply. This figure takes account of the fact that, for the first time, South Cambs and the City have a joint approach. There has been a change in national guidelines on preparing the housing strategy and on calculating the supply figures: planners continue to monitor the effects of these changes. Planners are also gathering evidence on the time taken from outline planning permission being given to start on site of building and thence to completion. Where there are delays these can be caused by numerous factors, including labour shortages, commercial decisions linked to the housing market, management factors. This monitoring work is being done carefully and with particular relevance to each site. Over the past few years government guidance on land supply and housing strategies has changed more than once; there is likely to be further change in the near future. Planners have to respond to these movements.

2. Call for Sites and the Announcement concerning Cambridge United: we are expecting the outcome of the 'call for sites' process to be known early in the new year. There is information about this in the Planning Service update\*. Members of the PC will no doubt have seen the announcement by Marshall's and Cambridge United concerning a proposed football stadium close to the Quy roundabout. It is important to be clear that this site for development has been submitted for consideration under the 'call for sites' and is being dealt with along with the ca. 580 other sites submitted to the Planning Service. It is in the Green Belt. We do not know why the press release came out at this time. The press release links the site to a station on the CAM metro.

### 3. Land North of Cherry Hinton

Cllrs Williams and Daunton were present at the Joint Development and Control Committee (JDCC) meeting at which the development at Cherry Hinton north was discussed. The development is known as Land North of Cherry Hinton (LNCH for short). There were presentations from both the County Highways and County Education departments. Along with many members of the Committee we were disappointed to learn that little attention had been paid to the wider effects on transport networks and on villages of this major development; the focus appears to be solely on the site itself and the traffic this will generate rather than on its effects on the wider community. We made our views known. In addition we commented on the

impact of the Secondary School (to be run by London-based Toby Young's Free School institution) and the fact that this will, by its very nature, be drawing in pupils from a very wide area thus adding to the amount and type of traffic. We will be keeping a very close eye on this development. There is a meeting in Teversham on 28<sup>th</sup> November and we understand that the Chairman of the PC will be present at that.

4. Roundabout on Airport Way. Councillors Daunton and Williams attended a presentation by Hills, Marshalls and the structural engineering consultancy WPS at concerning the plans to install a roundabout on Airport Way as part of the S106 agreement for Marleigh. We believe there needs to be further discussions and detailed planning concerning the location of this roundabout and particular attention paid to cycling and pedestrian routes. There needs to be more 'joined up thinking' in relation to traffic and transport in relation to both Marleigh and Cherry Hinton North. We will comment further following the next meeting. The junction affects most of the villages in our Ward.

**Buses:** We have raised with Stagecoach the increasing unreliability of the Nos. 1 and 3, due to roadworks at the Fendon Road roundabout. They are working to make changes to timetables and to try to increase the number of buses available. Unfortunately, the minibuses we hoped would be available to run a trial Fulbourn-Teversham-Coldhams Lane shuttle service, have now been taken by Stagecoach for a project in the North East. We are not giving up on these and Stagecoach locally have accepted that such a trial would be interesting for them to run. We are in the process of setting up a meeting with Stagecoach to discuss options. They are still working on a major examination of bus routes across greater Cambridge. Also underway at the moment is the Combined Authority's bus survey to which individuals and parish councils are invited to comment. Here is the link: <https://www.smartsurvey.co.uk/s/FutureBus/>.

Our colleague, Councillor Anna Bradnam, who chairs the Cambridge Area Bus Users (CABU) group, represents South Cambs on the relevant Combined Authority Committee.

#### **A. Police Issues**

- (i) Rachel Gourlay has been appointed the Inspector for this area. Inspector Paul Rogerson now has wider responsibilities. The PCSOs remain the same: Chris Wiseman and Julie Hadjerini. Sgt Hilson was contracted to other work for a time but should now be back to regular duties.
- (ii) The South Cambs Community Safety Partnership is considering how best to respond to a new 'Think Communities' initiative. A presentation on this was made to members of the Police and Crime Commission panel. The aim is to encourage agencies to work more closely together to deal with all elements of crime and safety, but also to encourage individuals to take on roles hitherto ascribed to agencies – more self-help is the message. There is also an important element of cost-saving here. 'Think Communities' is currently being trialled in Huntingdon. The whole concept of community resilience, of which we have written before, is an important part of 'Think Communities'. Essentially it means local people acting as

'eyes and ears' for each other and doing everything to ensure that there is no space or scope for crime. A more developed programme on this theme will come out early next year. With the appointment of an interim PCC it is hoped that the settlement of funding for South Cambs Safety Partnership can be finalised. We expect a sum of £24,000 to further the work of the partnership.

- (iii) The Police Panel also heard about the work on Domestic Abuse, Modern Day Slavery and People Trafficking and how all three have become more prevalent across the country and in this region. Of particular note are incidents connected with car-wash outlets and nail bars. We have seen some of the effects of this in relation to the recent lorry deaths in Essex. There have been several news items recently and the police have put out statements, videos and other information indicating how the public can recognise tell-tale signs. Arrests were made for an incident of modern day slavery in South Cambs over the summer.
- (iv) Rural crime, modern-day slavery and many other aspects of policing were discussed at the annual conference of Police and Crime Panels which Cllr Daunton attended. Also discussed was the Police Foundation's commencement of a major, comprehensive review of policing – the first since 1962 – which has just begun. It has a very broad remit and is intending to engage very widely over two years.

## **ZERO CARBON**

Lighting. Following a major exercise carried out over the past year, there is now some clarity on the ownership of street lighting across the District. Lights are owned variously by the County, the District, Parish Councils, Housing Associations and private owners. This has been a major piece of work and there are still some areas to be clarified. South Cambs has now committed £0.750m in the first phase to change all its own lighting to LED; with a further £0.45m begin requested in next year's budget. It is fully engaged with parish councils in this project. Where there are ornamental/heritage columns in place at present it has agreed to replace these with similar columns, not standard modern columns. The project is being funded from Renewable Energy Reserve(RER).

South Cambs Hall. Also being funded from RER is a complete overhaul of South Cambs Hall to make the building as energy efficient and carbon-neutral as possible. It is hoped that this will become an exemplar building which other councils and businesses can follow. Our clear intention is to take a lead and be a good example in the way we conduct our business and run our buildings. The £1.3 million cost of the major overhaul of the building is being funded from the RER.

Grants Meeting. The meeting to determine the outcome of the Zero Carbon Grants application round has had to be postponed from 13<sup>th</sup> December on account of the general election. It will now take place on 20<sup>th</sup> December, the last working day before Christmas. Applicants will therefore not be informed of the outcome until early in 2020.

## **Medium Term Financial Strategy**

At the full meeting of SCDC on Thursday 28<sup>th</sup> November, members received the out turn figures for the previous financial year 2018/19 which showed that we have reversed a previous budget shortfall of half a million pounds to deliver a surplus of some £2 million. The council saw record levels of income particularly from Business Rates and grants whilst maintaining a tight control on costs. A thorough review of financial management has led to a number of changes in the delivery of the accounts and the reinvestment of the council's reserves to deliver better rates of return. We also saw a repurposing of Ermine Street Housing to focus on the travel to work area of South Cambridgeshire rather than buying property up North. We have some big challenges ahead and so a 'war chest' of some £15 million has been built up to cover the worst case scenario of having most of our Business Rates being taken for social care and the possibility of the NHS winning its case for Business Rate exemption which could cost SCDC around £6 million if not compensated by the Government. We also have the uncertainty of Brexit. Without using the 'war chest' we will need to find an additional £6 million after five years which we are confident of finding through more income and the savings that are to be made by reorganising the Council with the intention of not only maintaining services but also delivering better quality in accordance with our new Business Plan.'

### **Item 92.3**

#### District Councillor report to Parish Council December 2019

##### Emerging Local Plan update

Councillors have been to a number of consultation events to discuss the emerging Local Plan. This has been done in conjunction with City Councillors as the new Local Plan will be a joint plan between the two authorities. The stakeholder workshops covered a whole range of issues including:

- Climate change
- Biodiversity and green spaces
- Wellbeing
- Infrastructure
- Homes / new settlement design
- Jobs

The first conversation and wider consultation was due to start in November but because of the General Election and the festive period the consultation has been delayed until the 13<sup>th</sup> January and will run for a six-week period. As I have reported on previously, the Council has gone out to a call for sites so that sites will come forward for new housing development across the district and the city and the administration will need to consider which of these sites may or may not be appropriate for the emerging Local Plan. The information surrounding which sites have come forward is commercially sensitive but often land owners will make public their intent. Examples of this in the Fen Ditton and Fulbourn ward are Marshalls airport site and land owned by Hill on Balsham Road in Fulbourn. It is estimated that the emerging Local Plan will take around four years to complete with the following timetable:

2019 = call for sites, stakeholder workshops, gathering evidence base  
Early 2020 = issues and options public consultation  
Late 2020 = draft plan starts  
Mid 2021 = pre-submission consultation of that draft plan  
2022 = submission for public examination  
2023 = public examination

2023/24 = examination complete thus plan adopted

The two Council's current Local Plans which were given final approval in 2018 set out already how the two areas will be developed until 2031. This plan already includes 33,500 new homes planned for and around 44,000 new jobs to be created. The new emerging Local Plan will be looking beyond 2031 into the 2040's.

Given the importance of this process a new website is being created to help people to get involved with the Local Plan process more easily but currently information can be found on the SCDC website by searching Greater Cambridge Plan.

#### Combined authority approves independent commission on climate change

The Mayor James Palmer has received full backing from the Combined Authority board to set up an independent commission on climate change. The aim of this new commission will be to make expert recommendations on how to mitigate climate change and de-carbonise within the context of the ambition to see rising prosperity shared across the Combined Authority area. The commission will provide authoritative and joined up recommendations on options and solutions available for this area. The commission will need to report within 12 months and identify threats and opportunities coming up with suggested actions and solutions. The commission will aim to link up central government, regulatory bodies, multi-national businesses, local decision makers and residents who can help the area meet its zero-carbon ambition. A chairman and members have been appointed for this commission and a budget of £125,000 to support its work. The commission will focus on the following:

- taking stock of the area's carbon footprint and progress towards reducing it;
- recommending specific targets, where possible based on the science;
- recommending micro level actions and ways of empowering individuals and firms to carry them out;
- recommending macro level actions;
- making recommendations about agriculture;
- assessing and making recommendations about the risks and opportunities of climate change for the Fens;
- examining the potential of the hydrogen economy;
- assessing the implications of climate change for natural capital.

#### Greater Cambridge Shared Waste boss will be president of industry body

Trevor Nicoll (Head of Greater Cambridgeshire Shared Waste service) was made the 104<sup>th</sup> President of the Chartered Institute of Waste Management (CIWM) at Downing College in Cambridge on the 12<sup>th</sup> November. The CIWM's mission is to influence, inform and inspire the sustainable management of resources and waste. The body has more than 5,500 members who work within the waste management sector and is highly respected. I have always found Trevor Nicholl to be an excellent officer who has been dedicated and passionate regarding his role. He has always been forthcoming with information and advice for residents and myself in the Fen Ditton and Fulbourn ward. I can only imagine that his position at the CIWM will benefit us locally. I have copied and pasted below a statement from Trevor Nicholls for your information.

*Trevor said: "More and more people want to do what they can to reduce, reuse and recycle and this is a unique opportunity to work towards this aim, which is shared by people in Greater Cambridge and across the country. I'm particularly keen on helping residents to cut down on the amount of waste they create – even before they think about recycling what's left. We need to be thinking about this even before we reach the checkouts. Whether it's choosing a product without packaging or making sure we only buy the food we need, we can all do our bit to look after the environment wherever we are. I'm proud to be taking on this prestigious role and am looking forward to sharing my experiences from Greater Cambridge to colleagues nationally and to learn*



*from them. Environmental issues are never far from the news and we all need to take advantage of this increased public awareness to take better care of our planet, whether it's producing less waste, preventing fly-tipping or improving recycling systems.*

*"The resources and waste sector currently employs a direct workforce of over 150,000, and by 2030 this could have grown to over 600,000 jobs in wider circular economy. This means we need to attract and retain people with a wide range of skills from engineering to product design and from behaviour change to logistics and transport. As part of my inauguration I am delighted to release a new careers toolkit developed in partnership with Global Action Plan to equip and inspire students in secondary schools and colleges to consider and explore careers in the resources and waste management sector."*

### Taxi Licensing policy

As a member of the Licensing committee over the past 5 years I was pleased to see proposals coming forward for a more stringent taxi licensing policy. The proposed taxi licensing policy would include CCTV as standard in all Hackney and Private Hire vehicles by the end of 2020 (something I have always advocated). The policy also makes a move towards ultra-low emission vehicles by October 2028 meaning they would be hybrid or electric vehicles. This new policy would bring us more in line with the city Council and I believe improve safety, not only for the public but for drivers too. There has already been a large amount of consultation done on this new policy of which I have been involved with (attending consultation events at SCDC, conversations with both drivers and operators). The new policy was due to be put to Full Council in November but the Council decided because of a large amount of last minute correspondence the evening before councillors were due to make a final decision there should be a further six weeks consultation before a decision is reached. I am keen that the policy is not delayed any further as I believe the policy has a positive impact on the safety of our residents.

*Thank you for taking the time to read my report; if you have any questions or want to discuss any of the issues raised email me on [graham.cone@councillor.online](mailto:graham.cone@councillor.online) or ring 07595361285 (please leave a voice mail if I am unavailable)*

***Councillor Graham Cone***

### **Item 95**

Notes from a meeting of the Neighbourhood Plan Team held on 18<sup>th</sup> November 2019.

1 Apologies : Richard Townley, Roger Fletcher.

2 Notes from meeting held on 9th September were agreed.

3 Matters arising:-

- Village Design Guide still awaiting final adoption.  
Claire and Graham will follow up.

- Local Plan, Issue and Options consultation paper due in Jan 2020.  
It was noted that assuming we complete our process by late 2020 it should be recognised as how we wish to see the village develop within the emerging LP. We would however need to review our NP in light of LP developments.

4 The meeting then focussed on NP version 1.62.

- Housing density of existing village. GC to seek data from SCDC.  
Need to show how density has developed over years.

- No matters of principal were raised but there remain many typos etc to correct.
- DN will make necessary changes. Individuals to email those identified to him copy to Ron.
- Ron will then forward updated version to Martina for her input.
- It was recognised that there would still need to be a line by line review to trap all typos etc.

5 Next meeting would be arranged after above are completed.

### **Item 100.1**

Minutes of a Finance Committee meeting of Fulbourn Parish Council held on Wednesday, 28<sup>th</sup> November 2019.

**Present:** Councillor Drage (Chairman) and Councillors Cone, Lacey and Thorn; The R.F.O. T Fretwell and the Clerk.

**1 Apologises:** All present.

**2 Minutes of the last meeting.** Accepted as a true record.

**3 Matters arising.** Covered by the agenda.

### **4 Finance Report – April – October 2019.**

Terry Fretwell went through the Cost Centre report advising it had been better than expected so far this year however the Financial Year 2020/21 will also be tight. There will be the builder's retention fee of £22K due at the end of August 2020 too.

Going through the figures, Terry explained Council was still on budget as some things have been done which hadn't been planned whilst other budgeted items have not. Until the Parish Council actually moves into The Fulbourn Hub running costs are still a grey area. Mr Fretwell then explained the Project report explaining the figures adding Council was reasonably covered for its reserves.

### **5 Precept.**

Terry then went through draft Precept estimates and a Cost Centres report for 2020/21 finishing with previous Precept comparisons for information. Despite some dwellings on the Beechwoods estate found not to be in parish, expected new properties showed the Tax Base for the year was nearly the same.

Consideration was given to the following before recommending next year's Precept: -

The Local Highways Initiative (LHI) application for improvements to the "S" bend on Dogget Lane will be determined until after our Precept requirements have been submitted. Cllr Cone said the scheme would cost £23,000 in total and the Parish Council would need to contribute £8,500 towards this. Although there is no guarantee the LHI application will be successful, the PC still has to provide evidence that it has budgeted for this.

The PC has also applied for a Zero Carbon Communities Grant to fit solar panels to The Fulbourn Hub. Again, if successful, the PC would need to contribute between £2,000 and £3,000. The PC has also written to Tesco Stores regarding the installation of Charging Points.

The PC will need to consider replacing the Mobile Speed Camera in the future; likewise replacing some of the solar stud lighting along the cycle path.

Maintenance works on the pavilion from the latest Recreation Ground Working Party's meeting, may come from S106 monies held by the Council.

Following discussion, the Committee recommends increasing next year's Precept to show a 3% Cost of Living rise and 1% Precept totalling 4%. This will take the total to £183,000.

### **6 Fulbourn Hub update.**

A Temporary Traffic Road Order had been granted to repair the underground telephone line fault with work to take place between 26/28 November 2019. Unfortunately this has not happened so the Council is still no closer to moving in.

#### **7 Risk Assessment.**

The Annual Risk Assessment will include The Fulbourn Hub and the Pavilion. Mr Fretwell will update the existing document for presentation at the February 2020 Full Council meeting for adoption.

#### **8 Donation request.**

George Brewster Appeal.

Following discussion, the Committee recommends making a £500 donation towards this Appeal.

There was no further business and the meeting closed at 9.30pm.

Date of next meeting to be arranged.

### **Item 100.2**

## **MINUTES OF THE SWIFTS USER GROUP MEETING HELD ON**

**WEDNESDAY 27 NOVEMBER 2019**

**Present:** Derek Thorn (Chair) James Caesar, Trish Newman, Kathy Attmore, Jean Doe, Dawne Brown, Jill Woolley (Minutes)

1. **Apologies:** John Shepherd, Mary Drage, Jill Jones
2. **Minutes of the meeting held on 28 August 2019**

The Minutes were agreed as a true record.

#### **3. Matters Arising**

3.1 Notice for the terracotta tiles in the corridor: Derek's wording was discussed and amended slightly. He will either laminate or put this in a frame to go on the wall near the tiles.

3.2 Door Key: The door key has been returned.

3.3 Lights: The light on the left side of the main door and the one on the right of the fire doors still await attention. Dave Smith will do this when he returns from abroad.

3.4 Car park lights: the light in the far left corner only works intermittently. Trish will email Accent and make a formal complaint. If it is not resolved within two weeks, Trish will ask Kieran to deal with it. In the meantime we will monitor it and let Trish know what happens.

3.5 Blue Bin: Trish will ask Kim about getting a blue bin.

3.6 Front door: The problem with the door slamming is ongoing.

3.7 Overhanging trees/bushes: Most of the bushes along the footpath have been cut back but not those on the estate.

3.8 Plastic for walls: Finding a supplier who fits the plastic is still proving difficult. Derek/Trish will contact EverRoof Systems Ltd after Christmas to get a quote, and will also ask them to quote for redecorating.

3.9 Tea towels: Trish has supplied new tea towels.

3.10 Toilet roll holders: Richard Drage has now fixed these.

## 4. Financial Report

4.1 Trish presented the accounts to October 2019. Income is steady. The service charge has gone down. The Hygiene cost has not changed for ten years. There is a surplus of £1645.91.

## 5. Bookings

5.1 Bookings are doing well. There is 8am-4pm (after 12 on Book Sale mornings) Craft Group booking on Saturdays in Section A (Alice Henderson and Jackie Duckworth) and another group has bookings for December, which may become regular. They want to use the Swifts over Christmas so Derek will let them have the key.

5.2 The Committee agreed the hire fee does not need to be increased at present as we are covering costs.

5.3 Derek has said no to a person who wanted to have a large bouncy castle at a party, but he has allowed a very small one in the past.

## 6. Any Other Business

6.1 Jean thanked Derek and Trish on behalf of Fulbourn Ladies who made £446 for the Air Ambulance at their coffee morning.

6.2 The WI has had problems with things being left in front of their cabinet so that they cannot open the door (one night they had to go to the Co-op for supplies).

6.3 Regular Users have boxes and containers and there is no other space for storage. It was suggested that all users label their property and be mindful of others. The Forever Active box of weights is very heavy. James is checking that chairs are not left in front of the cupboard after the Gardening Society meeting; he often uses all the chairs at his meetings.

6.4 Jill has produced a new check list for hirers which will be placed in Section A, the storeroom and kitchen. Jill will email the list to Trish who will put something similar on the new website.

6.4 Trish has given a gadget to operate the tables to Julie. Kathy will find out where it is.

6.5 Kathy asked if the windows could be cleaned inside and out. Trish will offer this job to Kim and partner to see if they are willing to do these for extra payment. Dawne Brown will ask Dave the window cleaner from Great Wilbraham to ring Trish as standby.

6.6 Kathy mentioned the banana skins thrown at the side of the Swifts. Trish said there was really nothing she could do about this but suggested Kathy/library staff monitors it.

6.7 Fallen leaves: the District Council will not clear these from the path until all the leaves have fallen. They will not clear the Swifts car park as it is private.

6.8 Jean reported that the heater in section A is sometimes noisy and the speaker at a recent Gardening Society meeting could not be heard in this area.

6.9 The heaters have been in a year and need to be serviced. Derek suggested we monitor the noise and get them serviced at the end of the season.

6.10 Trish suggested James uses the microphones and will bring them down to him for his next meeting. They are not kept at the Swifts as there is no safe storage.

**7. Date of next meeting: Wednesday 26 February 2020 at 7 pm in the Swifts.**