

Minutes of a Meeting of FULBOURN PARISH COUNCIL held on Wednesday, 14th May 2025 in The Swifts, Haggis Gap, Fulbourn.

Present: Councillor Smith (Chair), and Councillors Andrews, Bramwell, Butler, Drage, Gaskell, Howell, Johnson, Lacey, Ward; County Councillor Morgan, District Councillors Cone and Williams, the Clerk and 3 parishioner.

<p>1 Elect a Chair for the year. Cllr Drage proposed electing Cllr Smith as Chairman, proposal seconded by Cllr Ward and agreed by the Council. Cllr Smith said he is happy to continue as chair.</p> <p>2 To accept apologies for absence. Cllrs Brown and Lockwood</p> <p>3 Elect a Vice-Chair for the year. Cllr Drage proposed electing Cllr Gaskell, proposal seconded by Cllr Ward. Cllr Bramwell proposed electing Cllr Johnson, proposal seconded by Cllr Howell. Council voted by secret ballot. District Councillor Williams counted the vote and Cllr Gaskell won the vote.</p> <p>4 To notify the clerk of any declarations of interest that will be declared by members for any item to be discussed.</p> <p><u>Public & Press</u> - You are invited to attend the whole meeting and are welcome to speak at our Open Forum at the beginning of the meeting.</p> <p>Parishioners, Ruth and Kate, reported that Stir Bakery is reducing to three days a week and may close. Kate, concerned about the impact on local business, noted that the landlord rejected Stir's request for indoor seating due to competition concerns. Cllr Drage stated that while the Parish Council cannot officially intervene in landlord-tenant matters, councillors can act individually. Kate suggested Stir might be persuaded to move to the Teversham Road development which would be a great loss to the High Street. Cllr Ward confirmed the Teversham Road development is now under appeal.</p> <p>Kate also raised safety concerns about the new speed cushions on Cow Lane, particularly for children and cars accessing the cat clinic. Cllr Williams explained these will be installed by the Greater Cambridge Partnership to improve cyclist safety on the Greenway. A lot of research and thought went into the plans and they were already open to public consultation, but that period has now closed.</p> <p>Lastly, Kate had a suggestion to turn parking spaces outside the Co-op into a communal seating area. Cllr Smith said this could be addressed in the High Street redevelopment, which would include a public consultation. Cllr Cone noted that this had been looked into in the past, but objections from businesses and space constraints occurred.</p> <p>5 To receive reports from County and District Councillors. 5.1 County Councillor Matthew Morgan started by thanking Cllr Andrews for running a good campaign. Cllr Morgan confirmed the 20mph speed limit should be implemented week of 26th May, pending confirmation from the relevant officer. He will attend a Cadent Gas meeting tomorrow, along with Cllr Gaskell as Highways Chair and the Clerk. Station Road is due to reopen on the 21st, after which work will move to Teversham Road for approximately a week. Gully cleaning is scheduled for June, and repairs are planned for Apthorpe Street and Cow Lane as part of Greenway preparations. Drainage is also being reviewed. Cllr Howell raised</p>	
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<p>an issue regarding resurfacing on St Vigors Road, where yellow lines were painted over around the Primary School and have not been put back in yet; Cllr Morgan was not aware and will investigate. Cllr Cone noted that Cllr Dauntton had it listed for action.</p> <p>5.2 District Councillor John Williams reported that South Cambs District Council held its first Parish and Town Clerk's conference today, which went well, and plans to hold them every six months.</p> <p>A new bus service will launch on 27th May, linking Fulbourn to Newmarket via local villages and continuing to Addenbrooke's, Great Shelford, and Grantchester. There are concerns about where the bus will stop, as it will not use the High Street. Cllr Williams has written to request a route change to better serve the High Street. School Lane and Church Lane were ruled out as unsuitable due to narrowness and limited footpath access. The Clerk will publish the new timetable on the website and in the July issue of <i>The Pump</i>.</p> <p>5.3 District Councillor Graham Cone reported that he has requested a review of parking enforcement, focusing on staffing levels, effectiveness, and deterrence. The report will be published soon and shared with interested parties. He also mentioned the availability of grants, including funding for allotment improvements, with the link included in his report.</p> <p>6 To approve the minutes of the April 2025 and APM meetings. The Minutes of the meetings were accepted as a true record and signed by the Chair.</p> <p>7 Matters arising from the last meeting.</p> <p>7.1 Farehurst Park and The Orchards next Liaison meeting 10th June, which Cllr Smith asked for any queries to be sent to the Clerk. Cllr Gaskell brought up queries from Parishioners about the swifts and bat boxes. Cllr Williams thought this had been dealt with. Cllr Smith will look into and will bring up at the liaison meeting if needed.</p> <p>7.2 Fulbourn Hub lease Cllr Drage has contacted Scouts to push them forward. Has also confirmed details and next steps with the PC solicitor. Ongoing.</p> <p>7.3 Mobile speeding device is on its way. Cllr Smith asked for any volunteers to help learn how to use the device. Cllr Andrews volunteered. Cllr Cone said Teversham Road is next place on the list for the device to go.</p> <p>7.4 Swifts play area ongoing with Cllr Drage chasing emails. Cllr Bramwell reported that an accident has happened at the park. Safety report is finally being conducted.</p> <p>7.5 Village Defibrillators DBS to install at the Hat and Rabbit. Need to buy a custom sign to show where the pavilion defib is. Once Hat and Rabbit is up and running, put all locations in the pump. Clerk to get details from Townley trust to see who they used for their demonstration.</p> <p>7.6 Stonebridge Lane Clerk to look into formally setting up the flood watch group. Clerk has contacted SP Landscapes to ask about clearing the ditch down Stonebridge Lane</p> <p>7.7 Traffic Survey Clerk to organise a group for PC/Highways committee and the Neighbourhood Plan</p> <p>7.8 Cemetery Cllr Smith is meeting with a contractor to get pricing for tarmacking. Council voted to make the cemetery costs higher, as proposed in the ACE meeting. Cllr Johnson proposed from 1st June putting allotment pricing up, but staggering it over 2 years. So 2026 will be £38/full and £19/half and then from 2027 onwards would be £50/full and £25/half. Passed.</p> <p>7.9 Street Lights Cllr Williams found a letter but no maps. Cllr Howell said Haggis Gap was very dark, which it was confirmed several had been taken out from there, as well as down St Vigors Road and Balsham Road layby. Geoffrey Bishop and Caraway Road were put back in. Cllr Drage said council should do an LHI bid. The top of Hinton Road/Cambridge Road is very dark and dangerous. Cllr Drage asked if anyone of the solar stud lights are out on this part of road. Cllr Cone confirmed some of the damage to the solar stud lights is because of debris growing around them which means the solar cannot charge.</p> <p>7.10 Dog poo bins Clerk spoke to District council who confirmed the dog poo bins get</p>	<p>1540</p> <p>DS</p> <p>MD</p> <p>MD</p> <p>DS Clerk</p> <p>Clerk</p> <p>Clerk DS</p>
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emptied the same way a normal public bin does, so there is not much point adding one to the Haven. Cllr Johnson reported the bin down Haggis Gap does not have a lid on it.	1541
7.11 Closing of the car park Cllr Smith asked Council to vote on sending a letter about the situation to the Townley Trust, who is the Institutes Landlord. Cllr Ward thought it sensible to write a second letter to the Institute Committee. To include having food vans too, which is against the Recreation Ground policy.	Clerk
7.12 Bench decided Clerk will look at costs for a new bench. Cllr Drage suggested a composite bench might be a good idea.	Clerk
8 Tree works: Reference: 25/0414/TTPO Proposal: Sycamore - T1407 fell to 0.6m to make a habitat. Site address: 1 Coxs Drove Fulbourn Cambridgeshire Disclaimer: Fulbourn Parish Council Tree Officer and the Parish Council accept no liability for the advice given above.	
9 Correspondence. Admin assistant, email – need to confirm a date for next planning meeting either 21 st or 28 th May. <i>28th May decided. Clerk to let Administrator know</i> Parishioner, email – part of the Mums for Lungs campaign group, who are raising concern over the air pollution that comes from domestic wood burning stoves Parishioner, email – Mindful Explorers would like to hold some nature sessions on the rec. They would use a very small section over the back and would be up to 10 children plus their adult. <i>Council agreed this would be fine. Clerk to let Mindful Explorers know</i> Parishioner, email – enquiring about the heritage sign post on the green outside the Church, as it is not in a good state. Woodland Trust, email – free trees for parish, school or community groups. <i>Forward to Cllr Ward.</i> Rush fitness, email – would like to use 3 spaces in the car park for fitness sessions, for 6 weeks for 45 mins on a Friday morning. <i>Cllr decided need to know more information. If it is just to park in the spaces then it is a public car park, open to anyone to park. If it is to exercise in the car park then this cannot be done due to H&S. Clerk to reply.</i> Fulbourn Windmill, email – Ian Harrison has got in touch asking about a donation towards the windmill restoration. <i>Council are not able to donate to charities. Clerk to reply.</i> Parishioner, email – Issues with the wooded area at the back of the recreation ground. And glass being found constantly by the adult exercise equipment Townley Memorial Hall, email – AGM minutes SCDC, email – invitation to the Parish and Town Clerk event, 14 th May	
10 To resolve the accounts for the month. Pavilion Gas.....218.60 Pavilion Elec.....524.28 Hub Gas.....214.55 Hub Elec.....437.82 Village grass cut.....2088.00 Street Lights.....328.62 Pristine: sanitary bins.....280.48 RoSPA reports.....312.00 Redact solutions: website.....276.00 Martyn Morris plumbing: Pavilion urinals.95.00 Manup Local services: gate fixed.141.00 Tesco: Mobile.....26.99 Cleaner Windows: Swifts.....30.00 Clerk: Wages.....1301.64 Admin Assist: Wages.....542.40 Cleaner: Wages.....433.33 Handyman: Wages.....110.10	
Cllr Drage proposed accepting the accounts, proposal seconded by Cllr Lacey and agreed by the Council.	

<p>11 Council Committees and Remote Meetings</p> <p>11.1 Minutes from Recreation Ground users meeting, 15th April 2025</p> <p>11.2 Minutes from Planning meeting, 29th April 2025</p> <p>11.3 Minutes from Swifts meeting, 24th April 2025</p> <p>The Clerk reported on the new Swifts user constitution which requires 3 councillors, one of which will be chair, plus the Administrator or the Clerk to be on the Swifts User group committee. Cllr Bramwell has accepted the position of Chair and Cllrs Howell and Johnson are happy to join the committee too. The Clerk will get a key to Cllr Bramwell.</p> <p>12 To receive items for inclusion on the next Agenda for decision and/or action.</p> <p>Cllr Gaskell will join the Townley Committee</p> <p>There was no further business and the meeting closed at 9.30pm.</p>	<p>1542</p> <p>Clerk</p>
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Attached reports:

5.1

Report of County Councillor Matthew Morgan to Fulbourn Parish Council in the Fulbourn Division, May 2025

Please email me at matthew.morgan@cambridgeshire.gov.uk for any further information or clarification.

Fulbourn Specific and Related:

Implementation of the Fulbourn 20-mph scheme

The 20-mph scheme is likely to be implemented on the week of the 26th May. This timeframe is still dependant on confirmation from the contractors, and Cadent's progress.

Road Closures

Cadent Gas have provided an update on the road closure on Station Road. There have been complications over the last week or so. This means that the road will be closed longer, but they are confident that the closure will be lifted by 23rd May, three weeks ahead of the original stated time. Signs will be put up to indicate that the road is open. Cadent Gas have informed us they will need a relook at some of Teversham/Fulbourn Road, requiring a further closure, and have yet to provide definitive times for this closure. I have contacted the Cadent manager responsible for the works timings, and hope to report back further at the meeting.

Drainage Maintenance

The cleaning of the gulleys in Fulbourn has been scheduled for early June

Road Repairs

Repairs to Apthorpe Street and Cow Lane will be done in stages in June, according to the state of the road and to related drainage issues. Residents there should be kept informed.

High Street Improvement

As County Councillor I am happy to liaise with the parish council and Andi Caddy, the relevant council officer on progressing the feasibility study for parking and traffic flow on the High Street.

County Council Wide:

Brief Introduction

I'm Matthew, a 31-year-old doctor training to be a GP. I was born in Cambridge and have lived here almost all my life. Prior to Medicine I studied Natural Sciences at Cambridge. I am deeply committed to the area and would like to see the County Council improve the quality of life and health of residents. I have moved my training to being part-time to be able to properly represent the people of Fulbourn division. I look forwards so much to working with and helping the Parish Councils and people of Fulbourn division.

Quality of Life Survey

The third annual Cambridgeshire Quality of Life Survey is now live, giving residents a chance to share views on key local issues including transport, health, wellbeing, and council services. Run by independent researchers, the 20-minute survey aims to hear from 5,500 adults across all five districts. Results help shape council decisions and track progress on key priorities. This year includes new questions on Local Government Reorganisation. Everyone aged 18 and over is welcome to take part online or by phone. Share your views here:

www.cambridgeshire.gov.uk/quality-of-life-survey.

Countywide Election Results

After the 2025 election results there is a slim majority for the Liberal Democrats (31 out of 61) in the County Council, and a new Conservative mayor for the Combined Authority. These two new blocks will need to develop working relationships, in order to provide the best for Cambridgeshire's residents.

In the next 3 years the County Council will continue to provide services whilst being in a resource constrained environment. The Central government is also committed to the process of unitarisation; the merging of the County Council with District Councils, and the likely movement of administrative borders. This complex

transformation will need to be achieved despite nugatory Central government funds being provided to administer it.

I will be involved in discussing, setting and voting for County Council budgets and will give updates and feedback on what the council budget decisions will mean, later in the year.

5.2

Report of Councillor Carla Hofman and Councillor John Williams to Parish Councils for May 2025.

This report contains factual information which we hope will be of use and of interest to the parish council and to the wider community of the parish.

For queries please email us at cllr.williamsjg@scambs.gov.uk or cllr.hofman@scambs.gov.uk

Also, look out for the Parish Clerks e-Bulletin from South Cambridgeshire District Council

Cambridge Waste-Water Treatment Plant Relocation - Development Consent Order Granted by Secretary of State

On 8 April the Secretary of State for Environment, Food and Rural Affairs approved the Cambridge Waste-Water Treatment Plant Relocation application. Anglian Water's Development Consent Order (DCO) seeks to relocate the existing wastewater treatment facility from Cowley Road, Cambridge, to a new site between Horningsea, Fen Ditton, and Stow cum Quy, adjacent to the A14 in South Cambridgeshire.

The North-East Cambridge site unlocked by this decision as a highly sustainable location for new housing – close to workplaces, public transport and social infrastructure – and is something we must take full advantage of, maximising the benefits to everyone in our area.

Throughout the planning process as a consultee, South Cambridgeshire District Council in its role as the local planning authority, strove to ensure the impact of the new water works on both residents near the site and the environment is fully mitigated where possible, including maximising biodiversity net gain.

We recognise that the Government's decision will be a blow to campaigners who have fought long and hard against this outcome, but we would like to reassure them that we are listening to their specific concerns and are working to address them.

Separately, the Cambridge Shared Planning Service major projects team are sending out their regular newsletter with an update on all large infrastructure projects which includes this development, so do look out for that.

Support for local climate action in South Cambridgeshire continues with seventh round of Zero Carbon Communities grants

The seventh round of South Cambridgeshire's Zero Carbon Communities (ZCC) grants has been launched offering a share of £125,000 to successful applicants.

The grant scheme supports projects which help reduce carbon emissions or 'lock up' carbon, as well as projects that foster community engagement on climate change.

Since its launch in 2019, the scheme has awarded over £625,000 in grants, supporting more than 70 community-led climate action projects. Previous projects include solar panels for community buildings, a strengthened repair café network to encourage waste reduction, an electric bicycle scheme and an event kit for a local group helping people adopt climate-friendly gardening practices at home. Grants range from £2,000 to £15,000 per project.

This year projects are invited under two themes:

- Projects that reduce carbon emissions or 'lock up' carbon. The grants have previously supported village halls and other community buildings to reduce their energy use by installing measures such as heat pumps, LEDs, insulation and solar PV. Projects funded under this theme have allowed organisations to reduce their emissions in other ways, such as replacing vans needed for their work with electric vehicles.
- Projects that achieve wider community engagement on climate change and promote sustainable behaviour change. Projects in previous years have included support for repair cafes, sustainable food projects and training for community climate leaders such as Cambridge Carbon Footprint's Net Zero Now course. You can read case studies of past ZCC projects on our website.

The ZCC grant scheme is funded through the Council's renewables reserve (business rates from renewable energy projects) and builds on a long-standing commitment to supporting community-level action on sustainable energy.

Council tenant is convicted of fraud after misrepresenting his circumstances on housing applications

Following in from last month's report about the South Cambridgeshire district council fraud team getting back £360,000 from council tax underpayments, a man from Fulbourn has been given a suspended prison sentence after fraudulently claiming to be homeless to apply for Council housing - while renting out a private property. He sentenced to nine months' imprisonment, suspended for two years, after pleading guilty to temporary housing application fraud, permanent housing application fraud and Council Tax support fraud.

In addition to surrendering his council tenancy due to the investigation findings, proceedings have begun to recover financial loss to the Council, the hearing at Cambridge Crown Court heard. This is a reminder to residents to ensure their circumstances are reported to the authority accurately and fully when applying for Council's limited resources, as it can change their priority or entitlement to housing.

Taxi driver loses licence for driving offences

And a taxi driver has lost his licence after South Cambridgeshire District Council successfully defeated his appeal in court. The taxi driver first appeared before the Council's Licensing Sub Committee in August 2024 after an application to renew his private hire driver licence was refused as he had not made the Council aware of three DVLA speeding endorsements he had received between 2021 and 2022 - which was a condition of his licence. He decided to appeal against this decision at the Peterborough Magistrates Court but lost his appeal.

Updated New Cambridgeshire and Peterborough Community Lottery

Cambridgeshire Community Foundation is launching a new community lottery on 20 May. The lottery aims to provide an effective way for local charities and community

organisations to fundraise and engage with supporters. A total of 60p in every £1 sold in tickets goes directly to good causes.

A marketing pack will be provided to the Council at the end of April which we will share with you and local groups. It will provide a webpage with more information. Once it is available please also share locally. All non-profit organisations operating within Cambridgeshire can sign up to be a benefactor of the money that will be available to local groups. Organisations eligible include charities, sports clubs, community groups, Community Interest Companies and schools.

Although more detailed information is not available just yet, charities or community organisations keen to register early can do so now. This could mean they are also featured in the launch communications. Please ask any organisations keen to get on board early to email info@cambscf.org.uk and mention the community lottery when they get in touch.

Local organisations that could benefit will also be asked by Cambridgeshire Community Foundation to pass on details about the lottery to their supporters who may choose to give a little extra by purchasing tickets.

Cambridgeshire Community Foundation is partnering with Gatherwell to run the community lottery. Gatherwell runs many community lotteries including the one in Watford. Watford has been running theirs since June 2023 and is now selling over 900 weekly tickets. 63 causes have signed up and £40,000 has been raised for those local causes since launch.

Carla & John

5.3

District Councillor report to Parish Council May 2025

Election results

In the local elections that took place on 1st May, where the County Council and the Mayor were up for election, we now have a Liberal Democrat run County Council which we had previously but now the Liberal Democrats have a majority rather than leading a coalition with Labour. We also have a Conservative Mayor, previously this was held by Labour. I would like to congratulate all of the successful newly elected Councillors and Mayor but also, everyone that stood for election which is never an easy thing to do.

Civil Parking Enforcement

Cambridgeshire County Council's latest reports (up to the end of March 2025) on Civil Parking Enforcement in South Cambridgeshire have been published. One of the documents is the main report, which summarizes the County Council's activities for the most recent quarter and includes a brief overview

of the full financial year. The second document contains data on patrols carried out and the Penalty Charge Notices (PCNs) issued. As noted in the report, most PCNs continue to be issued for parking violations on single or double yellow lines.

At the moment, the County Council is seeing a 76% recovery rate for the quarter, though they expect this to increase as more outstanding cases are resolved. I'm also seeing a continued decline in the number of PCNs issued, which could suggest that compliance is improving.

As chair of Scrutiny Committee, I will be reviewing Civil Parking Enforcement at the June meeting. Happy to discuss, share or answer questions on the reports coming to scrutiny.

Zero Carbon Communities Grant open for applications

The Zero Carbon Communities Grant is now open for applications and will close on Tuesday, 1 July 2025. I'm inviting parish councils and voluntary or community organisations to apply for grants ranging from £2,000 to £15,000. These grants can support projects that either reduce carbon emissions—such as improvements to a community building—or help engage the community on climate issues and encourage sustainable behaviour change.

To check if you're eligible, please take a look at the guidance documents available on our website.

SCDC will also be hosting an online application workshop where you can ask questions and share your project ideas:

Wednesday, 21 May 2025

5:00 – 6:30pm

If you'd like to join the session or need more information, just email zcc@scambs.gov.uk.

Biodiversity Duty webinar

SCDC will be hosting a webinar, along with the Climate and Environment team, to support parish councils in responding to the Biodiversity Duty. In this session, the aim is to clearly explain what the Duty involves, share practical tips to help you stay compliant, and present case studies showcasing good work already being done. There will also be plenty of time for questions.

Councillors, clerks, and anyone else who's interested in learning more about the Duty is welcome to attend.

Date: Wednesday 28 May

Time: 5:00 – 6:30pm

Where: Online

SCDC will offering grants of up to £10,000 to support projects that improve the productivity, sustainability, and social value of allotment spaces. The key priorities for funding include:

- Improving water access with reliable connections and rainwater harvesting
- Introducing effective pest control measures, like fencing
- Upgrading facilities, including the installation of waterless toilets
- Creating measurable social benefits—such as supporting mental well-being, encouraging outdoor activity, and fostering community engagement

They will also consider other types of allotment improvements that help ensure these spaces remain vibrant, inclusive, and accessible to everyone.

For more details, please visit the Allotment Improvement Grant webpage:

<https://www.scambs.gov.uk/community-and-people/community-action/allotment-improvement-grant>

*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 or ring 07595 361 285 (please leave a voicemail if I am unavailable) **Councillor Graham Cone***

11.1

Minutes for THE RECREATION GROUND WORKING PARTY Meeting on 15/04/2025 19:00

1. Present

Gill (Parish Council) * Chair

Liam (Football)

Ian (Cricket)

Mike (Tennis)

Dave (Parish Council)

Kim (Parish Council)

2. Apologies

Robert Lacey

3. Minutes from the last meeting

No issues - approved

4. Matters Arising

4.1. Recreation ground

- Public tennis court maintenance quotes sourced
- Dave proposed the grass cutting to be done by the SMP for the rec as they do the rest of the village. This was supported by all in the room to ensure we have consistent quality of cut all year round and to help keep the recreation ground looking tidy.
- Car park potholes filled in.

4.2. Pavillion

- New architect found and will be appointed
- Structure engineer needed
- Fire risk assessment needed
- Half the showers working in the pavilion, can't get the PCB board. - Dave to source quotes for new showers in all changing rooms. (4 changing rooms + Ladies changing room + official changing room.
- Steve (handyman) fixed gutters of pavilion.

5. Club update

5.1 Football (inc Colts and Bluebirds)

5.2 Cricket

- Emily to put it in writing to the cricket re permission to proceed - Parish council to make the planning application to south cambs.

5.3 Tennis

5.4 Bowls

6. Any other business

- Lease to be signed by by the Scouts for the premises rental - Dave to obtain a couple of bills to confirm the disconnections for Gas, waster and electricity to be confirmed.

7. Date of next meeting Tuesday 2nd September 2025 - 19:00

Minutes of a Planning Meeting of Fulbourn Parish Council

Location: The Hub, Home End, Fulbourn

Date: Wednesday 28th May 2025 at 7pm

Present: J. Gaskell (chair), T. Andrews, M. Drage, D. Smith, A. Bramwell

Apologies: R. Butler, K. Howell, G. Ward, K. Johnson

New Applications:

25/01649/HFUL

Location: 1 Town Close Fulbourn Cambridgeshire CB21 5DN

Proposal: Single storey rear extension following demolition of existing single storey rear extension together with the installation of external timber cladding.

David Smith left the room for the discussion of this application

Comments: The Parish Council **supports** this application. The Parish Council **does not** request that the application be referred to the District Council Planning Committee (signed by Councillor J. Gaskell on 28/05/25).

Comments submitted to SCDC on 28/05/25 by Alison Mclellan

25/01761/FUL & 25/01762/LBC

Location: Mill House, Windmill Cambridge Road Fulbourn

Proposal: Repairs and alterations to existing windmill to enable it to run for demonstration purposes and related works including Change of Use together with the erection of a single storey extension to the existing domestic garage.

Comments: The Parish Council **supports** this application. The Parish Council **does not** request that the application be referred to the District Council Planning Committee (signed by Councillor J. Gaskell on 28/05/25).

Comments submitted to SCDC on 28/05/25 by Alison Mclellan

25/01724/HFUL

Location: 7 Balsham Road, Fulbourn

Proposal: New fence and planting scheme

Comments: The Parish Council **supports** this application. The Parish Council **does not** request that the application be referred to the District Council Planning Committee (signed by Councillor J. Gaskell on 28/05/25).

Comments submitted to SCDC on 28/05/25 by Alison Mclellan

25/01744/HFUL

Location: 49 Station Road Fulbourn Cambridgeshire CB21 5ER

Proposal: Roof extension raising the height and pitch of the roof together with 3 No. dormer windows to front elevation and 2 No. dormer windows to rear elevation, Front, side and rear extension with internal re-configuration and garage conversion.

Comments: The Parish Council **supports** this application. The Parish Council **does not** request that the application be referred to the District Council Planning Committee (signed by Councillor J. Gaskell on 28/05/25).

Comments submitted to SCDC on 28/05/25 by Alison Mclellan

Further Consultation on application for Advertisement Consent – Amendment

25/00884/ADV

Location: Capital Park Cambridge Road Fulbourn Cambridgeshire

Proposal: Installation of 35 (illuminated and non-illuminated) directional and informative signs. Amendment is a change in the red line.

Comments: The Parish Council requests more information and a site meeting/walkabout with the applicant to discuss the proposed signage and to see where the signs are being located (signed by Councillor J. Gaskell on 28/05/25).

Comments submitted to SCDC on 28/05/25 by Alison Mclellan

Consultation on Application for Listed Building Consent

25/01852/LBC

Location: 2 Balsham Road Fulbourn Cambridgeshire CB21 5BZ

Proposal: Repairs to the existing South end gable wall including the removal of the existing concrete render and replaced with Douglas fir laths, a backing coat of Warmcote and a top coat of Limecote finished with a breathable paint in colour to match the existing.

Comments: The Parish Council **supports** this application. The Parish Council **does not**

request that the application be referred to the District Council Planning Committee (signed by Councillor J. Gaskell on 28/05/25).
Comments submitted to SCDC on 28/05/25 by Alison Mclellan

11.3

**Minutes of a Swifts User Group meeting held on Thursday, 25th April at 7pm in
The Swifts, Haggis Gap, Fulbourn.**

Present: Derek Thorn (Chairman), Kathy Attmore (Library), John Shepherd (Bingo), Jean Doe (Fulbourn Ladies), Marilyn Moyse (W.I.), James Caesar (Gardening), David Smith (FPC) and Alison Mclellan (Admin Assistant).

1 Apologies: Angela Bramwell (FPC), Lorna Woor (Stitches), David Pink (HRCA).

2 Minutes of the meeting held on 30th January 2025

The Minutes were accepted as a true record.

3 Matters arising

a) Building issues

- Door drainage strip has now been fitted and looks OK. Shutters straps have been improved but handyman cannot fix bulging and remaining stiffness.
Alison will try and find the original company that fitted them and see if they can service them. Please could users not tie/knot the shutter straps (to push the shutters closer to the wall) as it puts too much strain on the clips/fixings.
- Alison is hoping to find another handyman to help with touching up the paintwork and fit a new handle to the accessible toilet (see below).
- An issue with the accessible toilet was raised. For a wheelchair to manoeuvre out of the room the door needs to be able to swing outwards, which is only possible when someone is in the corridor to release the catch. A proposed solution was to remove the existing catch (which prevents the door opening outwards) and replace this with a push button which lightly 'catches' the door and holds it in place, but does not stop the door from being

pushed open from inside. A handle also needs to be added to the outside of the door.

- David reported that the emergency lights inside the building are not working and has sent a quote for fixing this to Emily.

b) Cleaning up after bookings

- No complaints recently but continuing to monitor this
- There is an antibacterial spray located under the sink for cleaning, and a box of spare sprays located in the main storage room.

c) Online calendar

- Online calendar on the FPC website has been updated with regular bookings. If any regular users would like to add details about their bookings, please just let Alison know.

d) Emergency contact list

- Emergency contact list has now on display by the alarm and on the display board outside the building. Alison to ask Kim if she's happy to have her details added. Current numbers are for Alison (Swifts phone) and Emily (clerk's office and mobile).

e) First Aid Kit

- Has been updated with new bandages and plasters.

f) Swifts User Group Members

- Alison to invite other regular users to join the group
- A huge thank you to Derek who is stepping down after many years on the Parish Council and swifts committee. David reiterated how valuable Derek has been as a member of the parish council.
- Many thanks to Angela who has agreed to chair the committee going forward. Meetings will be planned for Wednesdays so that she is able to attend around her work commitments.
- Derek reported that the committee should comprise:
 - o Three parish councillors, one of whom must be present at the

meeting. Recruitment of additional councillors to the group will be discussed at the next FPC meeting.

- o One member from each of the regular user groups, and at least three users must be present at a meeting

- o The admin assistant and/or parish clerk.

g) Heating System

- Service of the heating system has been requested from Adcocks.
- Derek showed Alison the heating controls in the cleaning cupboard.
- Discussed the need for a more user-friendly panel to control the heating system. Ideally this would enable the heating to be controlled remotely.
- Kathy asked about the lighting in the car park and contacting Accent. David reported that Accent keep cancelling our appointments

4 Financial report

- Derek reported that Alison has found anomalies in the rates people are paying. This will be discussed at the next parish council meeting with the aim of standardising the rates from January 2026, ensuring that rates are fair and equal. A suggestion was made that businesses should pay slightly more than village groups.

5 Bookings

- Alison reported that bookings are going well. More ad hoc bookings are being taken as well as a few new semi-regular users.
- Alison reported an issue with setting up/clearing up times not being included in some users booking times. If not already done so, please could all users tell Alison what time they typically enter and leave the building so that she can ensure there aren't any booking clashes.

6 Any other business

- John asked about moving his equipment to the locked storage cupboard to make it easier to access. Alison to ask Emily about the feast and what needs to go in there.

- Derek passed his keys to Alison, who now has a master key. Spare front door key was passed on to David Smith (FPC).

Meeting closed at 20:20

Date of next meeting set as Wednesday 23rd July 2025