

Minutes of a Meeting of FULBOURN PARISH COUNCIL held on Wednesday, 8th October 2025 in The Swifts, Haggis Gap, Fulbourn.

Present: Councillor Gaskell (Vice chair), and Councillors Bramwell, Brown, Drage, Howell, Johnson, Lacey, and Ward; County Councillor Morgan, District Councillor Williams, The RFO Mr Terry Fretwell, the Administrator Alison Mclellan and the Clerk and 1 parishioner.

48 To accept apologies for absence.

Councillor Smith, and District Councillor Cone

49 To notify the clerk of any declarations of interest that will be declared by members for any item to be discussed.

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.

50 To receive reports from County and District Councillors.

50.1 County Councillor Matthew Morgan

Cllr Morgan confirmed that the **LHI bid has been approved.**

A **Highways quarterly meeting** will take place on **20th October.**

The **20mph signs** should soon be installed on local roads.

Cllr Morgan reported that he had arranged for **Voi scooters to be banned** from the recreation ground due to potential safety concerns.

He noted that **LHI bids** are now open for the next round and suggested a **one-way scheme** could be considered.

The **Community Gritting Scheme** was discussed, allowing volunteers to grit areas not usually covered by the County. Councillors queried **liability and insurance** should an accident occur.

Cllr Morgan also shared findings from the **Quality of Life Survey**, which highlighted that **18–24-year-olds are the loneliest age group.** He encouraged the Council to consider ways to engage with younger residents.

50.2 District Councillor Williams

Cllr Williams' report was noted as read, but he emphasised that **residents must reapply for postal votes.** Residents must renew via the District Council website, or they will lose their postal vote eligibility in **January 2026.**

He also spoke about **tree planting initiatives**, which include schools and other publicly owned spaces. Parish Councils should coordinate local planting efforts—these could include **primary or independent schools, or highways land.** Free trees can be claimed by contacting the District Council.

Additionally, **£300,000** is available in **community service grants** over three years; eligible organisations are encouraged to apply.

50.3 District Councillor Cone

Cllr Cone's report was noted as read. Any questions should be directed to him by email.

51 To approve the minutes of the September 2025 meeting.

The minutes of the September meeting were confirmed as a true record and **signed by the Chair.**

It was queried whether the **library contribution** is restricted to books or could also cover things like **Wi-Fi provision.** Clerk to check.

52 Audit Report

Mr. Fretwell reported that while the Council has historically received a **limited review**, its

growth now means it may be subject to a **full audit review** in future.

The audit report was **clean overall**, with one advisory matter. The auditors expressed concern that **risk management** is currently handled by each committee individually, and there is **no consolidated risk register**.

Mr. Fretwell recommended compiling a **comprehensive list of all risks** for review by Full Council.

Cllr Drage will provide a **pro forma/guideline** to assist committees in reviewing and standardising their risk assessments.

Mr. Fretwell also reminded councillors that **precept planning** will need to begin shortly.

53 Matters arising from the last meeting.

Farehurst Park and The Orchards: Update from Liason meeting and houses sold. The pond is in poor condition and poses a safety risk. The chalk stream is also in decline. Alex Andrews has arranged a **site walk** with Hills to review **hedgehog homes, swift boxes, and the chalk stream**.

Scout Lease: The lease was signed by Cllrs Gaskell and Drage and witnessed by Mrs Mclellan, The lease will start from the date signed, and be held for 7 years.

Mobile Speeding Device: New machine has been placed on Teversham Road, in the first instance. Cllr Andrews and the Clerk to attend training to move the MVAS. Cllr Johnson to potentially be trained too.

Swifts Play area: Cllr Bramwell reported the Teams meeting has been rescheduled for Wednesday. The Council's solicitors will continue to **chase Accent** for a response.

Defibrillator Training: Training organised for 28th Oct and 8th November. Up take is slow so Clerk asking councillors to help advertise.

Scout Hut: Approximately **80% cleared**, expected to be fully cleared by the end of the week.

A safety **fence** is to be installed shortly. Cllr Williams suggested inviting **Highways** for consultation and obtaining **architectural plans**. Clerk to contact **Joshua** for assistance.

Swift Hire Rates: Mrs Mclellan put forward the new rates of hire that were decided by the Swifts Committee. Proposal by **Cllr Howell**, seconded by **Cllr Drage**, and **carried**.

Swifts car park: Cllr Bramwell has contacted the practice manager about the broken fence

Councillor emails: Clerk updated on the new .gov.uk emails which each councillor will be using going forward. Confirmed a separate email for Chair and Vice chair.

Staff: Clerk confirmed she would be looking at writing contracts and job descriptions for each employee, plus looking into a pension scheme.

Street Lighting: Cllr Williams suggested an **LHI bid** for **yellow lines on Manor Walk** and an **additional streetlight column** for improved visibility.

54 Tree works:

See attached reports for this months tree works

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

55 Correspondence.

55.1 Richard Townley, email – thoughts on the parking down Manor Walk and whether it would be possible to have yellow lines either side of entrance to Manor as parking makes it dangerous for entry/exit to manor.

55.2 Wrights, email – the committee do not agree with the Remembrance Day bench, as they do not think it will be comfortable. Just repair current bench?

55.3 Fulbourn Centre, email – representative for Townley Hall Trust FPC representative.

Cllr Gaskell to join

55.4 Parishioner, email – Cambridge Road traffic island's are not working, as they are making people speed in order to get round before oncoming traffic

55.5 Parishioner, email – Fulbourn Old Drift path is very dangerous and not suitable. Issue

has been reported to CCC and Highways

55.6 Geoffrey Fry, email – Geoffrey Fry from Great Wilbraham enquired as to the success of the speed cushions on Shelford road and required MVAS data

55.7 GCSP, email – confirmation that the Stapleford and Great Shelford, and also Harston Neighbourhood plans have been accepted and are now in place.

55.8 Administrator, email – Dates for the staff Christmas get together

55.9 Parishioner, email – concern about Plannings decision to allow the trees to be cut down at Home Close Care Home.

55.10 South Cambs, email – invitation to attend Cambridge East Community Forum - 22 October 2025, from 5:30 at the Hanger in Marleigh

55.11 CCC, email - Community Gritting Scheme applications for Winter 2025-2026

56 To resolve the accounts for the month.

Pavilion Gas.....	123.93	Pavilion Elec.....	430.27
Hub Gas.....	92.72	Hub Elec.....	212.26
Village grass cut.....	1300.00	Cambridge Courts.....	400.00
Dent: maintenance contract...	392.40	DBS: emergency lights.....	1958.00
T Fretwell: RFO fee.....	500		
Tesco: Mobile.....	26.99	Cleaner Windows: Swifts.....	30.00
Clerk: Wages.....	1301.64	Admin Assist: Wages.....	542.40
Cleaner: Wages.....	433.00	DR Raven Garden: hours.....	459.00

Cllr Lockwood proposed passing the accounts, proposal seconded by Cllr Johnson agreed by the Council.

57 Council Committees and Remote Meetings

57.1 Minutes of Fulbourn Liaison Meeting, Tuesday 16th September

57.2 Minutes of ACE committee meeting, Tuesday 7th October

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

Cllr Johnson reported attending a meeting at **Teversham Parish Council**.

Cllr Williams noted Teversham’s insurers require ‘**Dogs Must Be Kept on Leads**’ signage for public liability coverage. Clerk to **contact the insurer** for clarification.

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

Attached reports: