

BOURN PARISH COUNCIL

The minutes of the Meeting of Bourn Parish Council held on Wednesday 20 April 2016 at 7.30 pm in the Village Hall

Present: Cllrs: Mr Neil Blair (Chairman) Mr D O'Brien
 Mrs V Bruce Mr M Proud
 Mrs A Demetriou Mr L Rolfe
 Mrs S Jagers

In attendance: 1 member of the public and Mrs A Griffiths (Minutes Secretary, LGS Services).

Comments and observations from members of the public and from the County and District Councillors

A member of the public asked about the Parish Council's role in dealing with planning applications. The process was explained.

1. Apologies for absence

Apologies for absence had been received from Cllr Jones (unwell).

2. Declarations of interests

2.1 To receive declarations of interests from councillors on items on the agenda and details of any dispensation held

Cllr Bruce declared an interest in item 9.4 and any item concerning the Church, as PCC Secretary, and in 6.1.4 as a resident of Kingfisher Close, but not a near neighbour of the applicant.

Cllr O'Brien declared an interest in item 6.1.5 as a neighbour of the applicant.

2.2 To receive written requests for dispensations from members and to grant any request as appropriate

It was noted that Cllr Demetriou had been granted, by the Clerk under her delegated powers, a dispensation to speak but not to vote on matters relating to the Public Open Space at the Broadway and the biomass boilers at Rockery Farm.

3. To approve the minutes of the last meeting on 16 March 2016

RESOLVED that the minutes of the meeting on 16 March 2016 be approved and signed by the Chairman. (Prop LR, 2nd DOB)

4. Co-option to fill casual vacancy

No applications had been received.

5. Matters arising from the last meeting or a previous meeting

5.1 Jubilee Playing Fields repairs to rolling barrel, swings and springers – to consider quotations if received

RESOLVED to accept the quotation from RPM for £680.00 plus VAT as the cheapest quote for grassmats around the rolling board, rubber mulch around the two springers and to remove the moss on the swings rubber tile bases. (Prop VB, 2nd NB, unanimous)

5.2 To consider the funding, size and wording for a plaque for the bench

RESOLVED to order a plain rectangular brass plaque measuring 10cm x 5cm for £20.00 with the wording "Kindly donated by Bourn To Run 2015" after checking with the suppliers of the bench the best way to affix the plaque and whether there is any recommended adhesive.

6. To consider planning, tree work applications and any planning related matters

6.1 Planning applications received since the last meeting

6.1.1 S/0427/16/FL – Former aircraft hangar and hardstanding, Bourn Airfield, Broadway – Part change of use of runway for external storage, to include but not limited to the temporary siting (2 years) of oversized materials, plant, machinery, storage containers and vehicles

RESOLVED to recommend refusal. The Parish Council objects and requests a Design and Access Statement because of the combined traffic generated from this application and the Wincanton operation in the previous planning application, especially at the Childerley Gate roundabout. The Council would want to know the number of vehicle movements. The Parish Council is also uncertain as to which aircraft hangar is to be used. (Prop DOB, 2nd SJa, unanimous)

- 6.1.2 S/0459/16/DC – 24 Riddy Lane – Discharge of conditions 3 and 4 of S/1023/15/FL
Noted. No paperwork had been received.
- 6.1.3 S/0460/16/DC – 24 Riddy Lane – Discharge of conditions 3,4,5,6 and 7 of S/1024/15/LB
Noted. No paperwork had been received.
- 6.1.4 S/0612/16/DC – 14 Kingfisher Close – Application for approval of details reserved by condition 3 (Arboricultural Implications Assessment)
Noted. No paperwork had been received.
- 6.1.5 S/0628/16/FL – Golders Farm, Fox Road – Demolition of old cart shed and construction of new building to comprise garages below and holiday accommodation in the roof space
RESOLVED to recommend approval with the condition that there is wording restricting the length of time people can stay there. (Prop VB, 2nd AD, unanimous)
- 6.1.6 S/0796/16/DC – Fox Farm, Old North Road – Discharge of condition 4 of S/1359/14/LB
Received for information only – noted.
- 6.1.7 S/0595/16/FL – Lalbagh Restaurant, 49 Alms Hill – Ground floor extension to restaurant
RESOLVED that the Parish Council recommends approval but would like to ensure sufficient room for delivery vehicles to park off-road and not on Alms Hill, and also to note that the Design and Access statement says that the extension is at the rear, but it is not as the extension is to the front. (Prop LR, 2nd DOB, unanimous)
- 6.2 SCDC Decision notices
- 6.2.1 S/0436/16/DC – Fox Farm, Old North Road – Discharge of conditions 3 and 7 of S/1359/14/LB – Permission granted.
- 6.2.2 S/3276/15/FL – Blackmore Farm – Removal of wooden shed and erection of large cabin – Permission granted.
- 6.2.3 S/3138/15/FL – Gills Hill Farm, Gills Hill – Field access for agricultural purposes – Permission granted.
- 6.2.4 S/1500/15/FL – Gills Hill Farm, Gills Hill – Demolition of existing commercial buildings and erection of 16 dwellings (including 7 affordable dwellings), public open space, creation of new access and landscaping – Permission granted.

RESOLVED as the hoardings at Gills Hill were very obtrusive, and that damage had been caused to the highways grass verge where daffodils previously planted as a Millennium gift to the village had been squashed by heavy vehicles, to write to the developers, enclosing a photograph which is to be sent to the Clerk, expressing disappointment that the daffodils had not come up this year and requesting that they reinstate the verge to its previous condition.

RESOLVED as a street sign, adjacent to the new house being built at the edge of High Street and Gills Hill, had been knocked over and damaged, and the pavement had also been damaged to report this to CCC and to request that the street sign and posts be reinstated.

RESOLVED to note that the 30 mph sign knocked over at the Broadway, opposite Rockery Farm, has already been reported to CCC.

6.3 Tree Works applications
None.

7. **Finance, procedure and risk assessment including considering any urgent work required because of health and safety or risk**

7.1 To receive the financial report and approve the payment of bills

RESOLVED that the financial report be received and considered, and that the invoices, statements and bank statements be checked at the end of the meeting by the signatories before the cheques are signed.

RESOLVED that the payments as listed in the finance report, plus Playsafety (Rospa inspection) £210.00, be approved for payment. (Prop NB, 2nd VB, carried with 1 abstention)

SCDC (Litter collection) DD	£16.25
SCDC (Allotment rent) DD	£50.00
LCPAS (Public nuisance and byelaws course)	£25.00
Les Rolfe (Expenses – barrier tape)	£5.69
Canalbs (Internal Audit 2015)	£188.30
RPM (Jubilee embankment slide)	£948.00
NC Plumbing (Pavilion toilet cistern)	£57.60
LGS Services (Admin support)	£907.76
Salary	£136.12

Credits, including a contribution towards the traffic consultant and bank interest, were noted.

The Chairman will discuss timesheets with the Clerk.

The payment due from Wisser Recycling will be chased again.

7.2 Play inspection report

RESOLVED to receive Mr Haxton's report regarding litter at Hall Close. Appreciation was expressed for the time and effort spent by Mr Haxton clearing up and his attention is to be drawn to the possibility of hazardous waste being present. RESOLVED to write to SCDC asking them to look into the storage of the bins in the residents' parking space and the spread of litter from the bins along the hedge, resulting in litter entering the play area. Frank Haxton is to be kept informed of the action taken and Cllr Proud's kind offer to assist with clearing up. (Prop DOB, 2nd NB, unanimous).

RESOLVED to receive and consider the annual play inspection reports and to check that copies have been sent to Frank Haxton.

RESOLVED to ask Mr Haxton if he would be able to adjust the gate post and attach a new 12mm rubber buffer on both sides of the gate at the Jubilee field to avoid entrapment, and if not, to ask RPM to carry this out.

RESOLVED given concerns expressed about occasions where contracts had been placed but the work had not been carried out, or had subsequently been found to be unsatisfactory, that a system should be set up whereby Frank Haxton is informed when work is due to be carried out so that he can check that it has been done properly, before the invoices are paid. (Prop NB, 2nd SJa, unanimous)

RESOLVED to have an additional section on each agenda tabulating the progress of contracts placed.

RESOLVED as a fence on the footpath alongside the Willow Tree was reported as beginning to fall over and nails were sticking out, with planks encroaching on to the path to write to the Willow Tree to ask them to repair the fence to move the protrusions away from the path.

- 7.3 To consider any matter which is urgent because of risk or health and safety
RESOLVED to note that the Clerk used her delegated powers to order from Alarm Maintenance 2 x 3 cell 7.2v battery packs at £55.50 plus VAT plus fitting for emergency light repairs, and also to contract Playsafety Ltd to carry out the annual play inspection for the sum of £210.00.
- 7.4 To consider arrangements for pensions
RESOLVED that Cllr Blair should attend the CAPALC training, or Cllr Rolfe if it takes place during the day. It was noted that there was a government scheme for enrolment. It was suggested that other Parish Councils in the Coalition or a financial adviser could be approached for advice should there be any changes in the future.
- 7.5 To set the date for the Annual Parish Meeting
RESOLVED that the Annual Parish Meeting be held on 18 May at 7.30 pm, to be followed by the Annual Meeting of the Parish Council.
- 8. Members reports and items for information only unless specified**
- 8.1 Planning Working Group
Cllr Blair reported that a Neighbourhood Planning Group had been set up, but it had been decided that the Parish Council would not pursue a Neighbourhood Plan actively until the outcome of the Bourn Airfield proposals were known.
- 8.2 Highways report
RESOLVED to receive Cllr Bruce's verbal report that the hedge above the new retaining wall had now been cut back properly and was ready to be signed off. The lamp column in High Street had been removed and moved back. It was understood that the pavement surface would be reinstated at no cost to the parish.

RESOLVED to note a grant to install the 20 mph limit for the whole "loop" around Riddy Lane had been awarded and it was hoped to receive confirmation around the end of April to confirm the actual cost (approximately £4000) and the extent of the Parish Council contribution.

RESOLVED as the manufacturers' guarantee for the 30 mph flashing sign would run out on 23 April to obtain quotes for a maintenance contract for both signs together.
- 8.3 Proposal for a Village Day
RESOLVED having considered Cllr O'Brien's verbal proposals for a distinctive event, possibly at the beginning of September, involving local businesses, the School, and people who live and meet in the village, to showcase their activities and encourage involvement including the Parish Council having a stand and a suggestion box relating to the Neighbourhood Plan, that Cllr O'Brien should progress the initiative.
- 8.4 Rabbit holes on Jubilee Playing Fields
RESOLVED as there are numerous rabbit holes on the field and CGM had quoted £480.00 to repair up to 30 rabbit holes to accept Cllr Proud's kind offer to repair the holes and provide topsoil and grass seed free of charge with materials already held, and that he should contact the Clerk for an order number if any additional materials were required.

A copy of the grass cutting schedule is to be obtained and sent to Cllr Jagers.
RESOLVED that despite requests to cut the grass prior to the start of the Cricket season, the contractors had not arrived to write to the contractors expressing concerns that work and commitments under contracts awarded to them had not been carried out in a timely or satisfactory manner, representing an unsatisfactory level of service, and seeking an improvement in the service.
- 8.5 Allotment report
Cllr Rolfe reported that following the Allotments Association AGM, Rob Ansell was now Chair and Gill Pountain Secretary.

8.6 Access Road problems to Riddy Lane Garages

Cllr Rolfe reported that post and rail fencing had now been installed all the way down. Due to a problem with parents parking in the residents' parking area, signs had been erected stating that the area was council property, and double yellow lines around the garage block were now under consideration, as the access road was not a highway but the residents' parking. SCDC had written to the School. Cllr Blair will contact the Head Teacher.

8.7 Report on Dog Fouling and Problem Parking course

Cllr Rolfe reported on the Byelaws and Public Nuisance Course he recently attended. RESOLVED given concern at dog fouling at the Hall Close play area, whereby parents had had to clear up dog mess before their children could play to obtain and erect another sign similar to the one previously installed from Algar Signcraft. ^(Prop NB, 2nd LR, unanimous) A poster from Keep Britain Tidy will be included in the newsletter.

8.8 Bourn Parish Council's successes – to note

Cllr O'Brien reported on his discussions with SCDC regarding the Broadway POS. Cllr O'Brien will follow up his discussions with Stephen Reid at SCDC.

Cllr Demetriou declared an interest and the existence of her dispensation. RESOLVED that the Council would satisfy itself in future that land was in the state the Parish Council wished it to be in, seeking professional advices as necessary.

RESOLVED that the Parish Council should not sign off on contracts or pay invoices until Frank Haxton had checked the work regardless of what told by others including SCDC.

Cllr Demetriou raised the access to the Public Open Space and emphasised the need for a barrier, as the access was hazardous.

Cllr Blair reported on a site meeting at the Broadway Public Open Space with Cllr Jagers, Frank Haxton and David Hamilton of SCDC. It was anticipated that the works required would cost in the region of £15,000. Frank Haxton is drawing up specifications and will send these to the Clerk in order to enable site visits to be arranged with contractors and Frank Haxton and for quotations to be obtained for a forthcoming meeting.

RESOLVED that when the contracts are set up the Council would consider if a deadline for completion should be imposed and if half the work could be done this year and half next year. Frank Haxton should oversee the work.

RESOLVED that a report on the progress of all ongoing projects and to see if any further action is required should appear on the agenda for each meeting.

9. To consider correspondence/communications received

9.1 Bourn To Run – proposed road closure

The Parish Council had no objections.

9.2 Roadwatch enquiry

RESOLVED given Cllr Bruce's report that Speedwatch operations would resume fairly soon, that she would forward the enquiry to the Speedwatch co-ordinator and ask her to respond.

9.3 Cam Valley Forum invitation for membership

RESOLVED to join the Cam Valley Forum at a cost of £10.00. ^(Prop DOB, 2nd NB, unanimous)

9.3.1 To consider requests for S137 donations financial support

Cllr Bruce declared an interest as PCC Secretary. Cllr Rolfe declared an interest in the Merrybourn Club.

Requests from the Merrybourn Club, Bourn PCC, and Bourn Scouts were considered and, in accordance with its powers under Section 137 of the Local Government Act, 1972, it was agreed that the Council donate:

£240.00 to the Merrybourn Club ^(Prop NB, 2nd SJa, unanimous)

£500.00 to Bourn Scouts ^(Prop LR, 2nd NB, unanimous)

£500.00 to Bourn PCC ^(Prop DOB, 2nd AD, unanimous)

which, in the opinion of the Council, is in the interests of the area and its inhabitants.

RESOLVED to explain to each of the beneficiaries that the Parish Council had agreed a £500.00 limit on grants to enable the funds available to help more organisations in the parish.

RESOLVED to respond to EACH and MAGPAS that the Parish Council is unable to donate to them at this time as the funds available are specifically for organisations within the parish.

10. Closure of meeting

The footpaths report was noted.

There being no further business, the Chairman declared the meeting closed at 11.05 pm.

Signed _____ (Chairman) _____ (Date)