

BOURN PARISH COUNCIL**The minutes of the Meeting of Bourn Parish Council held on
Wednesday 19 October 2016 at 7.30 pm in the Village Hall**

Present: Cllrs: Mr Neil Blair (Chairman) Mr S Jones
Mrs S Jagers Mr L Rolfe

In attendance: 2 members of the public including Mrs Gail Stoehr (Clerk).

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

A resident expressed concerns about parking in the centre of the village, in the High Street from the Willow Tree to the War Memorial, and about the skip in the High Street. The Chairman explained that CCC had confirmed the skip had a licence to be there.

1. Apologies for absence

Apologies for absence had been received from Cllr Bruce (out of parish), Cllr O'Brien (out of parish), Cllr Proud (resignation), and apologies for lateness from Cllr Jones.

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

None.

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

None.

3. To approve the minutes of the last meeting on 21 September 2016

RESOLVED that the minutes of the meeting on 21 September 2016 be approved and signed by the Chairman, after inserting "5.1 and 5.11" in line 6 before "Resolved", to separate this resolution from the previous two resolutions. (Prop SJa, 2nd NB, unanimous)

4. Co-option to fill casual vacancy

No applications had been received.

RESOLVED that Cllr Jagers would enquire as to the reasons for the recent resignations, to carry out a leaflet drop and also place an item in the Church newsletter.

5. Matters arising from the last meeting or a previous meeting**5.1 (5.1) Grass cutting tenders**

RESOLVED to ask each contractor to total the annual cost of the contract and ask if they would be agreeable to payment at the end of the season or six-monthly. RESOLVED to take up two references on the contractors.

5.2 (5.2) Interactive sign for Broadway

RESOLVED to defer this item to the next meeting.

5.3 (5.3) Employee pension scheme – to consider recommendation from the Working Group (Confidential)

RESOLVED that Cllr Rolfe should replace Mark Proud on the Working Group and to defer this item to the next meeting.

5.4 (5.4) Grass cutting of the Memorial Site – to consider along with grass cutting tenders

RESOLVED to extend the contract with Richard White for one cut in November.

5.5 (5.6) Paving at the Pavilion – to consider report and recommendations

RESOLVED given that six slabs had been rectified, to defer this item to the next meeting pending Cllr Jagers's meeting with Frank Haxton on Friday. A long term plan for the pavilion paving will be an agenda item for the next meeting. The Parish

Council had agreed to leave the brickwork on the wall as it was since the matter was just aesthetic.

- 5.6 (5.8) Allotments ditch and site maintenance – to consider quotations if received
RESOLVED to seek a quotation from Cambourne Parish Council and to defer the matter to the next meeting.
- 5.7 (5.10) City Deal – tackling peak time congestion in Cambridge
On a proposition by the Chairman, it was agreed to vary the order of business to take this item later in the meeting following Cllr Jones's arrival.
- 5.8 (5.11) District Cllr F Burkitt – City Deal Bus Hub
On a proposition by the Chairman, it was agreed to vary the order of business to take this item later in the meeting following Cllr Jones's arrival.
- 5.9 (6.2) Installation of double yellow lines at Hall Close – to approve formally the costs and the admin fee
RESOLVED to approve the costs of £1500.00 and the administration costs of £250.00. (Prop LR, 2nd SJa unanimous)
- 5.10 (6.3) Green energy – to receive report on what the agreement permits and the offer of free cycle racks
RESOLVED to defer this item to the next meeting pending a response from Cambourne Parish Council regarding the free cycle racks.
Cllr Jones arrived at 8.19 pm.
- 5.11 (6.4) Hemlock and overgrown footpaths – to consider response from CCC
RESOLVED to note that Peter Gaskin of CCC did not consider this urgent and would look into it next year. .
- RESOLVED as the hedge in Caxton End had not been reinstated by the resident. that Cllr Jones should make enquiries with the ex-Chairmen as to the background to the Caxton Road hedge.
- 5.12 (9.4) To consider areas which are not included in the annual grass cutting and village maintenance contract, draw up a specification for works and if quotes should be sought
Consideration of a longer term maintenance plan for the Broadway public open space was deferred to a future meeting.
Quotes are being sought for the allotment site ditch which would require ongoing maintenance.
Trees at the Hall Close play area are the responsibility of SCDC. Cllr Rolfe has raised these with SCDC via the tenant participation system.
RESOLVED that the Tree Wardens should draw up a schedule of works to the trees and hedges at the Jubilee Playing fields and then to pass the specifications to the Clerk for quotes.
RESOLVED to remind CGM that the Parish Council is still waiting for a credit note for the work that has not been completed.
- 5.13 (10.2) Telephone kiosk removal
RESOLVED, having noted an offer had been received to run a book library in a kiosk, that the Parish Council adopt the kiosks in Hall Close and Broadway at a cost of £1 and turn them into defibrillator stations and book kiosks. However if it can only have one defibrillator this will be in the Hall Close kiosk and the other kiosk in Broadway will be a book kiosk.
RESOLVED to appoint Cllr Rolfe to liaise with BT. (Prop NB, 2nd SJ, unanimous)

- 5.14 (10.4) CCC Highway Improvement Scheme proposal
Deferred to the next meeting.
- 5.15 (10.5) Quotations for washing the road signs – to consider schedule and specification
RESOLVED to invite residents to adopt responsibility for maintaining a highway sign to clean it and keep it clear of vegetation.
- 6. To consider reports on the progress of all ongoing projects and to see if further action is required**
- 6.1 Broadway Public Open Space
The Broadway Public Open Space has been cleared and levelled, top soil laid and seed drilling carried out.
RESOLVED to ratify the Chairman's acceptance of a quote to remove of clay at an additional cost of £760.00. (Prop NB, 2nd SJa, unanimous)
RESOLVED to put work in hand for the removal of the hawthorn hedge as advised by RoSPA at an unknown cost, thereby reducing ongoing maintenance costs. (Prop NB, 2nd SJa, unanimous)
RESOLVED that as the project had gone over budget to take the overspend from the Play equipment budget. (Prop NB, 2nd LR unanimous)
A pedestrian gate is to be considered next year.
RESOLVED that Cllr Jagers should carry out a leaflet drop to residents asking them to stay off the POS and put up a laminated sign.
RESOLVED to ask Frank Haxton to draw up a plan for ongoing maintenance so that an estimate can be obtained for the budget.
- 6.2 Installation of double yellow lines at Hall Close
Taken earlier.
- 6.3 Green Energy S106 funding
Taken earlier.
- 6.4 Fencing/access to Jubilee Ground from Caxton End – hemlock removal
Taken earlier.
- 7. To consider planning, tree work applications and any planning related matters**
- 7.1 Planning applications received since the last meeting
- 7.1.1 S/2418/16/FL – Gills Hill Farm – Change of use for segment of golf course to residential garden
RESOLVED that the Parish Council had no recommendation. (Prop LR, 2nd SJo, unanimous)
- 7.1.2 S/2545/16/FL – 30 High Street – Proposed erection of 2 storey rear extension
RESOLVED that the Parish Council had no recommendation. (Prop LR, 2nd SJo, unanimous)
- 7.2 SCDC Decision notices
- 7.2.1 S/0459/16/DC – 24 Riddy Lane – Discharge of condition 3 (materials), 4 (Hard and soft landscaping) of planning application S/1023/15/FL – Permission granted.
- 7.2.2 S/1544/16/NM – The Crescent, Fox Road – Non-material amendment of planning application S/1391/15/FL Alteration to roof tile – Permission granted.
- 7.2.3 S/1924/16/DC – Rockery Farm House, Rockery Farm – Discharge of Condition 6 of planning permission S/1021/16/FL
- 7.2.4 S/3082/15/OL – Land between Fox Cottage and Acorns, Fox Road – The Planning Inspector dismissed the appeal.
- 7.3 Tree Works applications
None.
- 8. Finance, procedure and risk assessment including considering any urgent work required because of health and safety or risk**

8.1 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 be approved for payment. (Prop NB, 2nd LR, unanimous)

CCC (TRO)	£250.00
Alarm Maintenance (Pavilion lights)	£183.18
CAPALC (Training)	£10.00
PKF Littlejohn (Audit)	£240.00
Salaries	£135.92
LGS Services (Admin support)	£907.27

RESOLVED that the invoices from CGM for £177.06 and £82.93 should be withheld as the Parish Council was not satisfied that they had been invoiced correctly and was still awaiting credit notes.

Credits, including bank interest, were noted.

8.2 Play inspection report

RESOLVED to note the play inspection report and to authorise expenditure of £15.00 for cables.

RESOLVED to delegate to Frank Haxton the sum of £100.00 for materials for small works at the play areas. (Prop NB, 2nd LR, unanimous)

RESOLVED to ask Frank Haxton for a specification for the safety surfacing and the embankment slide and to seek quotes.

RESOLVED to inform Frank Haxton that Cllrs Jones and Hilary Gretton will check the access and that quotations will be obtained.

RESOLVED to ask Frank Haxton whether he can carry out the necessary work, but if not to ask for a specification and seek quotes.

8.3 To consider any matter which is urgent because of risk or health and safety

RESOLVED to note the Clerk's use of delegated powers to contract Ian Hildrew to repair the Pavilion ladies' toilet lights.

9. Members reports and items for information only unless specified9.1 Planning Working Group

Cllr Jones reported. The Planning Inspector had still not set a date for the site specific parts of the Local Plan.

RESOLVED as it was believed that the solar farm was subject to a condition regarding a hedge, but if so, it was not being implemented to raise this matter with SCDC and for the Clerk to raise this with SCDC.

5.7 (5.10) City Deal – tackling peak time congestion in Cambridge

Cllr Jones reported on a meeting he attended at Wolfson College. More information is awaited. Deferred to the next meeting.

5.8 (5.11) District Cllr F Burkitt – City Deal Bus Hub

Noted.

9.2 Highways report

RESOLVED that the Parish Council had no comment to make to CCC regarding the 20 mph limit.

9.3 Bourn Youth Project Quiz

RESOLVED Cllr Jones be appointed to attend and to oversee the financial side of the quiz. A risk assessment is to be completed. The money received is to be banked intact.

9.4 Bourn Parish Council's successes – to note

RESOLVED to note the work at the Broadway, and affordable housing at the Broadway and Gills Hill.

10. To consider correspondence/communications received

10.1 Resident – Broadway footpath concerns

RESOLVED to defer this item to the next meeting and consider it under the Local Highways Improvement scheme.

10.2 CCC Flood questionnaire

The questionnaire was completed.

11. Closure of meeting

Consideration of whether the Parish Council should conduct a flood risk assessment will be an agenda item for the next meeting.

Emergency planning will be an agenda item for the next meeting.

There being no further business, the Chairman declared the meeting closed at 10.15 pm.

Signed _____ (Chairman) _____ (Date)

APPROVED