

BOURN PARISH COUNCIL

The minutes of the Meeting of Bourn Parish Council held on Wednesday 17 May 2017 at 7.30 pm in the Village Hall

Present: Cllrs: Mr Neil Blair (Chairman) Mr L Rolfe
Mr J Atherton Ms T Watts
Ms S Jagers

In attendance: 10 members of the public, County and District Cllr Mark Howell,
District Cllr Ruth Betson and Mrs Gail Stoehr (Clerk).

1. To elect a Chairman and to receive the declaration of acceptance of office
RESOLVED to elect Cllr Blair as Chairman. ^(Prop SJa, 2nd LR, unanimous) Cllr Blair signed his declaration of acceptance of office.

2. To elect a Vice-Chairman
RESOLVED to elect Cllr Bruce as Vice-Chairman. ^(Prop NB, 2nd LR, unanimous)

On a proposition by the Chairman, it was agreed to vary the order of business to take item 8 next.

8. Co-option to fill casual vacancy
Alison Bourne was co-opted as a member of the Parish Council and signed her declaration of acceptance of office before taking her seat. She has 28 days to complete her register of members interests and return to the Clerk. ^(Prop NB, 2nd SJa, unanimous)

3. To appoint committees, working groups or any other offices which the Council deems necessary

RESOLVED not to have any committees but to operate a system of working groups and member responsibilities. The Clerk advised that working groups should not consist of a majority of councillors or they may be perceived as making decisions outside Parish Council meetings.

RESOLVED that there be no changes to working groups and member responsibilities as follows: ^(Prop NB, 2nd TW, unanimous) New members are to advise which working groups they wish to join.

Planning – Cllr Jones, Cllr Blair, Cllr Bruce and Cllr Rolfe (Convenor).

School Liaison (Secondary) – CVC and Cambourne – Cllr Watts

Brook Maintenance – Nigel Ball (Co-opted) (Warden).

Tree Wardens – Cllr Jones (Convenor) and Mrs Hilary Gretton

Broadway POS working group – Cllrs Jagers and Blair, and Frank Haxton

Sourcing grant applications for Broadway – vacant

Solar farm money working group – Cllrs Jones and Bruce

Coalition of Parish Councils – Cllrs Jones and Blair

Ex-Quality Council application – Cllr Rolfe.

Affordable Housing Group – Cllr Rolfe (Convenor), Cllr Blair.

Allotments liaison – Cllr Rolfe. To attend the Allotment Society meetings.

Bourn Sports Club liaison – Cllrs Jagers and O'Brien.

Cambourne link and liaison including bus links – Cllr Bruce

Sustainable Energy Partnership (SPEP) – Cllr Blair

Finance overseeing – Cllrs Blair (Convenor) and Jones

Flooding Working Group Liaison – Cllr Bruce

Highways – Cllr Bruce

Traffic monitoring and Speedwatch liaison – Cllr Bruce (Convenor) and Cllr Jones

Annual Report and newsletter - Cllr Jagers

Notice board key holders – Cllr Rolfe

Other keys including the Pavilion – Cllr Bruce

Winter gritting – run by the County Council as its scheme.

Police Liaison – Cllr Bruce

Public Rights of Way (Bridleways) – Mr Graham Bruce

Public Rights of Way (P3) – Ms Angela Marcham

School Liaison (Primary) – Cllr Blair

Code of Conduct – The Clerk and the Monitoring Officer, SCDC

Village Hall Trustees – Cllr Bruce and Cllr Rolfe.

Website – Cllr Rolfe

Stop BAD liaison and attending their meetings – Cllr Jones

Personnel – Cllrs Jagers, Jones and Blair (Convenors)

Neighbourhood Planning Group – Cllrs Bruce, Jagers, Rolfe and Blair.

Recreation Grounds including Hall Close, Playing Fields and The Broadway Playing Fields and Hall Close – Frank Haxton as Operational Inspector with assistance from the volunteers who assist him with the routine checks. The Clerk will liaise with Mr Haxton.

The Chairman is to be an ex-officio member on all groups.

The terms of reference for working groups and member responsibilities were reviewed, and approved with no changes, as follows: (Prop NB, 2nd LR, unanimous)

All working groups and member responsibilities -

The members as appointed

- are asked to review and monitor their area of responsibility and to report regularly to the Parish Council.
- should make clear recommendation for action to the Parish Council as and when appropriate
- inform the Clerk in advance of the meeting when a Council decision is required so that the item can be added to the agenda supplying a written report and any background or supporting papers as necessary.
- Do not have any delegated authority to make any decisions on the Council's behalf.
- Must have due regard for the Parish Council's Standing Orders, Financial Regulations and other Policies at all times.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out their role more effectively.
- May co-opt up to two parishioners or others to join the group.
- May liaise with other Parish Council working groups and members with responsibility for other areas as appropriate.

Affordable Housing – (In addition to the above terms of reference) the Group is to:

- Define the need and location of affordable housing in Bourn
- facilitate/encourage provision of affordable homes within Bourn (consistent with Bourn's need) and to make recommendation, where appropriate, to the Parish Council.
- Liaise with the District Council over any possible affordable housing scheme in the village
- May liaise and discuss Bourn's affordable housing need and provision with other parishes, potential providers of affordable homes, and residents in order to facilitate/encourage provision of affordable homes within Bourn consistent with the Parish Council's approved stance on the matter
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

Planning – (In addition) –

The Planning Working Group is asked to consider all applications received and all planning related matters and make a recommendation to the Parish Council on its formal response.

If an application is received between meetings and a time extension cannot be obtained then the procedure is detailed in the Council's Standing Orders will be followed.

Standards Committee

Membership: Cllrs [three members] including a Chairman, with one member as the reserve member.

Terms of Reference:

To meet as may be from time to time required to consider any complaints received in accordance with the Parish Council's policy.

4. To appoint representatives on any other organisation or authority

Covered above under P3.

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

County and District Cllr Mark Howell reported on efforts towards specialisation in adult social care and Cambourne school crossings and indicated his willingness to help wherever possible.

Newly elected District Cllr Ruth Betson introduced herself, outlined her responsibility for five villages and reported that the SCDC Community Chest grants were available.

A resident asked about the division of work between CCC and SCDC. It was explained that CCC were responsible for libraries, highways, adult social care, education, and SCDC were responsible for planning.

Residents of the High Street referred to the proposed double yellow lines, stating that they had never witnessed an accident, and asked about the location of the lines. The Chairman explained the background. It was observed that marking of the bus stop would be more useful.

A resident welcomed the odd hazard as this would slow traffic against prescribed methods and urbanisation.

Anthony Taylor and Nick Harris explained that vehicles supporting the upgrading highways needed to operate at night with 22 vehicle movements in total, between 7pm and 7am, with no reversing beepers. Containers would be stored up to 2 metres high and it was probably unlikely for there to be many movements at the weekend.

David Thompson's email indicated that he had negotiated deliveries to and from the site should be limited from 9 am to 6 pm Mondays to Saturdays, and none on Sundays and Bank Holidays. Messrs Taylor and Harris sought the Parish Council's understanding and support. The approval would be time limited to one year. Other uses of the airfield, by Select Plant Hire and flying, had no restrictions.

A young resident asked if there could be another skate ramp, a box, due to increased use as others were using the skate park equipment. The recreation working group is to liaise with the youngsters and look at costs and options. Frank Haxton is to take a look.

It was observed that the yellow lines in Hall Close appeared to be working but white lines were needed as there had been an accident recently.

A resident objected to the 20 mph speed signs near Home Farm which were visible to her. A letter had been received from CCC stating it would be installed outside the gable end, but that had been changed by the Parish Council for no compelling reason. The Chairman explained the background and that the Parish Council's decision in February was based on visibility for

vehicles. Cllr Bruce and the Chairman are to speak to the resident. The Chairman outlined the procedure that there could be no re-visitation of the decision within six months.

A member of the public brought a 3D model for 1 Short Street and outlined the application.

5. Apologies for absence

Apologies were received from Cllrs O'Brien and Bruce (both out of parish) and from Cllr Jones who was attending another meeting as representative to the Parish Council). Cllr Jagers apologised that she would have to leave early.

6. Declarations of interests

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

None.

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

None.

7. To approve the minutes of the last meeting on 19 April 2017

RESOLVED that the minutes of the meeting on 19 April be approved and signed by the Chairman. (Prop SJa, 2nd TW, unanimous)

8. Co-option to fill casual vacancy

Taken earlier.

On a proposition by the Chairman, it was agreed to vary the order of business to take items 10.1. 10.2 and 11 at this point.

10.1 (Open) Bourn Sports Club – to set up a working group to consider proposals for modifications to Pavilion

RESOLVED to check if there are any covenants and legal restrictions on the building which might prevent internal works.

At 8.21 pm the meeting was briefly adjourned to allow Giles Nelson to speak.

RESOLVED that Bourn Sports Club together with the two Bourn Sports Club Parish Council representatives Cllrs Jagers and O'Brien should draw up a specification and put this out to quote or tender.

RESOLVED that the pavilion internal modification was considered to be a good idea in principle, as this could be an enhanced facility for the village, subject to costs and funding. (Prop SJa, 2nd NB, unanimous)

10.2 (6.1) Green energy S106 funding – suggested use of solar money

Nothing to report.

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

11.1 Planning applications received since the last meeting

11.1.1 S/1511/17/PA – 25 Hall Close – Prior approval for a single storey rear extension

Noted for information only.

11.1.0.1 S/1527/17/FL – 1 Short Street – New three bedroom dwelling following demolition of existing bungalow

RESOLVED to object on the grounds of: design; appearance; materials; parking and highway safety and traffic, as the road is not capable of taking additional traffic and vehicles will need to reverse; it is out of keeping with the adjacent building; and its effect on the listed building and conservation area. The Parish Council would like the application to be considered by the Planning Committee. (Prop LR, 2nd NB, unanimous)

11.1.0.2 S/1144/17/OL – Land off Grafton Drive, Caldecote – Residential development of up to 58 dwellings with associated infrastructure, landscaping and public open space, all matters reserved except for access

RESOLVED to note that the application would be going to appeal on non-determination.

11.1.0.3 S/1011/17/FL – Former runway NE of flying club, Bourn Airfield – 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 that the Parish Council agrees to the hours as negotiated by the Planning Officer, David Thompson, as detailed in his email of 12 May, namely that deliveries to and from the site be limited to between 0900 and 1800 Mon-Saturday, with none at all on Sundays and Bank Holidays. I would also be applying the same height limit restriction (5m) as imposed on the other recent permissions, with the exception of the Wincanton site (Prop NB, 2nd LR, carried with 4 in favour and 2 abstentions)

11.2 SCDC Decision notices

11.2.1 S/0840/17/NM – 30 High Street – Application for a non-material amendment following grant of planning permission S/2545/16/FL reducing the width of the extension from 4.04m to 3.815 and minor changes to fenestration – Permission granted.

11.3 Tree works applications

None.

9. To consider resolutions from the Annual Parish Meeting, if any

9.1 Resident request that no access should be allowed onto or via The Broadway and concerns that the plans are being modified without consultation

RESOLVED to note that nothing had been agreed so far, and the land, which was not in Bourn Parish, would not be transferred to Cambourne Parish Council until the housing had been completed, after which discussions could take place.

RESOLVED to suggest that the resident liaises with Cllr O'Brien as District Councillor.

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

10.1 (Open) Bourn Sports Club – to set up a working group to consider proposals for modifications to Pavilion

Taken earlier.

10.2 (6.1) Green energy S106 funding – suggested use of solar money

Taken earlier.

10.3 (6.3) To consider the formation of a working group for a Village Traffic Strategy

RESOLVED that Cllr Atherton should join the working group and that the working group membership and terms of reference be considered at the next meeting.

10.4 (6.4) Broadway play area – to arrange a working group to pick up loose stones

RESOLVED to set up a working group of approximately twelve people to include local children and their parents to assist on Saturday 27 May at 10 am. Cllr Rolfe is to organise local residents. The Chairman is to liaise with Frank Haxton as to where the stones are to go and for a written risk assessment. The Parish Council authorised a small skip for the day at a cost of approximately £80.00 if required or to ask Andertons to remove the stones. (Prop NB, 2nd LR, unanimous)

10.5 (6.4) Broadway play area maintenance – to consider quotation

RESOLVED having noted the discrepancy between the specification and the quotation from Buchans, to accept the quotation as recommended by Frank Haxton as the price is good. The first cut is to take place as soon after 27 May as possible. (Prop NB, 2nd AB, unanimous)

10.6 (7.3.0.1) Trees in Chapel Hill – to consider report and recommendation

RESOLVED to note the Tree Warden's report that SCDC gave permission in January 2017 for the removal of two elms.

RESOLVED to check whether SCDC had given permission for the removal of a tree at 6 High Street.

Cllr Jagers left at 9.05 pm.

The tree report was noted. The cherry tree in Hall Close is on SCDC land.

- 10.7 (8.2) Trees at Jubilee Playing Field – to consider quotations if received
RESOLVED to accept the quotation from Peter Oakes for £140.00 plus VAT to trim the trees above the slide. (Prop NB, 2nd AB, unanimous)
No other works on the recreation field were required at this time.
- 10.8 (9.7) Grass cutting contract schedule of works – to consider if anything further is required
RESOLVED that the schedule which is outstanding is still required. Cllr Rolfe has asked Mr Buchan to return it and will remind him, as his contract has not been returned until this is supplied.
- 10.9 (10.3) CCC consultation on revision of Local Validation Guidance List and Local Validation Check List for planning applications for the County Council’s own development and for waste development
Noted.
- 10.10 (10.4) East Anglian Air Ambulance and Salvation Army – request for sites for clothing banks
RESOLVED that a clothing bank would be a good idea and in prder of preference it should be sited on the SCDC land in Church Street, subject to SCDC confirmation that it can be located there, at Manor Farm, the Pavilion, in the car park near to the end wall or by the container. Cllr Rolfe is happy to liaise with East Anglian Air Ambulance and Salvation Army as to the exact location..
- 10.11 To consider the quotations for the pavilion paving as suggested by Mr Haxton
RESOLVED to accept the quotation from C Jackson for £850.00. The lowest price quote was not being accepted as it was for price per slab rather than price for the job. (Prop NB, 2nd JA, unanimous)
- 10.12 Proposal for double yellow lines in the High Street – to consider whether to proceed with a scheme
RESOLVED to defer the item for the time being and continue to monitor.
- 11. To consider planning, tree work applications and any planning related matters**
Taken earlier.
Cllrs Rolfe and Atherton left the meeting briefly at 9.26 pm and re-joined at 9.28 pm.
- 12. Finance, procedure and risk assessment including considering any urgent work required because of health and safety or risk**
- 12.1 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 AB, unanimous)
The Clerk advised that Cllr Rolfe had a pecuniary interest as Treasurer of the Tuesday Morning Coffee Club and should leave the room.

Bourn Scouts (S137)	£250.00
Merrybourn Club (S137)	£240.00
Tuesday Morning Coffee Club (S137)	£250.00
Canalbs (Internal audit)	£204.72
Salary	£75.36

NEST (Pension) (DD)	£75.30
LGS Services (Admin support)	£996.21
Buchans (Grass cutting)	£499.21

Credits, including bank interest, utilities reimbursement and receipt of the precept, were noted.

- 12.2 Play inspection report
No action required. The RoSPA report was awaited.
- 12.3 To consider any matter which is urgent because of risk or health and safety
Frank Haxton is to be asked to look at the skate ramp.
- 12.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2016 and 31 March 2017)
The effectiveness of the system of internal control was reviewed and judged satisfactory.
- 12.5 To consider the Internal Auditor's report
The Internal Auditor's report was noted.
- 12.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
The Annual Governance Statement was considered and the questions all answered "Yes" except for Question 9 on Trust Funds which was "Not applicable."
- 12.7 To approve the Annual Governance Statement by resolution
RESOLVED that the Annual Governance Statement be approved. (Prop LR, 2nd TW, unanimous)
- 12.8 To consider the Accounting Statements (Section 2 of the Annual Return)
The Accounting Statements were considered.
- 12.9 To approve the Accounting Statements by resolution
RESOLVED that the Accounting Statements be approved. (Prop LR, 2nd NB, unanimous)
- 12.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf.
- 12.11 Annual Reviews
- 12.11.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review
RESOLVED to delete "and dispensation" from item 1m of the Standing Orders.
RESOLVED to amend the timescale for the Clerk to inform members to before the next meeting in the Dispensation Policy. (Prop LR, 2nd NB, unanimous)
RESOLVED that no other changes were required.
- 12.11.2 Assets, Insurance policy and fidelity guarantee review
The Assets List was reviewed. RESOLVED:
- to include the bin at the Jubilee recreation field
 - to check whether VAT was included in the cost of the new seat
 - to check face masks and the notice board at The Broadway
 - to review the signs on the Jubilee recreation field
 - bollards at the Jubilee recreation field need removing
 - to check the practice goals
 - the Neighbourhood Watch sign is missing
- The insurance policy was reviewed.
RESOLVED that the fidelity guarantee cover is sufficient.
13. Members reports and items for information only unless specified

- 13.1 Planning Working Group report, Coalition of Parish Councils, and Examination in Public report
Nothing to report.
- 13.2 Proposal that the main notice board in the Village Hall car park be resited
RESOLVED to move the notice board facing the road, given that there will be sufficient space if the Church notice board is moved, and that Cllr Rolfe should raise the matter with the Church and the Village Hall Committee.
RESOLVED to seek a quotation from Cambourne Parish Council.
- 13.3 Proposal that the Council considers correspondence from CCC regarding Give way/white line markings at Hall Close crossroads
RESOLVED given that there had been an accident recently when a car had been seriously damaged, and that local residents attest to the need for white line markings, to forward this information to Andi Caddy at CCC.
- 13.4 Proposal that the Council considers the provision of play equipment at Broadway POS
RESOLVED to seek the views of residents on 27 May and that members should look into the availability of grants.
- 13.5 Bourn Parish Council's successes – to note
None.
- 14. To consider correspondence/communications received**
- 14.1 Hill – Gills Hill Bourn, Public Open Space Local Area of Play
RESOLVED to defer this item to the next meeting.
- 15. Closure of meeting**
There being no further business, the Chairman declared the meeting closed at 10.26 pm.

Signed _____ (Chairman) _____(Date)