

BOURN PARISH COUNCIL**The minutes of the Meeting of Bourn Parish Council held on
Wednesday 21 June 2017 at 7.30 pm in the Village Hall**

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

In attendance: 2 members of the public, County Cllr Mark Howell, and Mrs C Newton (Minutes Secretary, LGS Services).

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

A resident raised the state of the road surface in Caxton End and that she had taken this matter up with Heidi Allen MP. CCC had undertaken some repairs but there were no other defects and the potholes would be put forward for other treatment. She sought the Parish Council's support in asking for the road to be resurfaced. District Cllr Ruth Betson had asked that that the road be repaired and it was understood that she was waiting to hear when the road would be assessed and resurfaced. Cllr Howell will liaise with Cllr Betson.

The resident also raised that Purl Alpaca Designs hadn't received a response from the Webmaster, this will be discussed later in the meeting.

County Cllr Mark Howell reported on the responsibilities of the County Council and his role, including:

- Stationery purchasing for schools through ESPO. He had attended a meeting on the implications of Brexit for the sources of paper supplies.
- His attendance at the General Purposes Committee meeting and the Finance Committee.
- Training attended.

County Cllr Howell left the meeting.

1. Apologies for absence

Apologies were received from Cllrs Bruce (out of parish), Watts (work commitments), Bourne (out of parish) and O'Brien (out of parish), and from Cllr Jones for anticipated lateness.

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

RESOLVED that the minutes of the meeting on 17 May be approved and signed by the Chairman.

Cllr Rolfe requested that possible sites for clothing banks and a review of litter bins in the assets list be items for the next agenda.

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

4.1 (14.1) Hill – Gills Hill, Bourn – Public Open Space Local Area of Play

RESOLVED that further information was required on matters including how long the developers would pay for maintenance and what funds would be provided.

RESOLVED that the Planning Obligations be forwarded to Cllrs Rolfe and Atherton and that they be appointed to contact Hill and ask Frank Haxton to look at the space, and report back to the next meeting.

5. To consider reports on the progress of all ongoing projects and to see if further action is required

5.1 (6.1) Green Energy S106 funding

Cllr Jagers reported that the group had not yet met. Ideas for potential funding were under consideration.

RESOLVED to ask the village for thoughts and ideas and to include an item in the Newsletter and a Survey Monkey link on the website.

5.2 (6.2) BT Phone Box adoption and installation of defibrillators

RESOLVED to receive Cllr Rolfe's verbal report that he had spoken to BT. The kiosk in Hall Close has had all its glass replaced but is leaning over and BT is not willing to rectify this, Cllr Rolfe is still looking into this. The Broadway kiosk needs to be repainted and further information is awaited.

RESOLVED that Cllr Rolfe should ask the charity whether a defibrillator could be provided on the outside of the pavilion.

5.3 (10.3) Village Traffic Strategy membership and terms of reference

Deferred to the next meeting.

RESOLVED as cranes are travelling through the village and two Lorries were seen parked up one night outside the gates, Cllr Rolfe is to liaise with Cllr Jones.

5.4 (10.1) Bourn Sports Club Working Group proposals for modifications to Pavilion

Deferred to the next meeting as a specification is being put together.

5.5 (13.4) Broadway POS – update including to consider costs of a gate and repairs to the chain link fencing and residents' views on play equipment

RESOLVED to accept the quotation from RPM to install a gate together with a self-closing spring for a total cost of £890.00 plus VAT. (Prop NB, 2nd LR, unanimous)

5.6 (13.2) Notice board at Village Hall car park – to consider response from Village Hall committee and alternative suggestions

RESOLVED to receive the verbal report from Cllr Rolfe that he and the Village Hall Committee are contacting the District Council and permission is being sought to re-site the board on their land on the corner of Hall Close and Church.

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/2043/17/DC – Convenience store and apartments, Mosquito Road, Upper Cambourne – Discharge of condition 4 (Details of cycle stands), 6 (Details of hard and soft landscaping), 8 (Traffic Management plan), and 18 (Scheme for the provision of bird nest boxes), of S/1639/16/FL
Noted.

6.1.2 S/2068/17/FL – Stowe Cottage, Fox Road – Proposed extensions and barn conversion

RESOLVED to support the application.

6.1.3 S/2140/17/FL – 3 Baldwins Close – Front and rear extension

RESOLVED that the Planning Working Group should meet to look into a policy relating to the conversion from small to large dwellings, as small two bedroom properties are being lost from the housing stock.

Cllr Jones arrived at 8.48 pm.

RESOLVED to make no recommendation but to comment that the Parish Council notes, as previously, the trend for converting small houses into large houses is something that the Parish Council does not agree with.

6.2 SCDC Decision notices

6.2.1 S/3414/16/FL – 51 High Street – Demolish the existing conservatory to the rear elevation and replaceme with a part single part two storey rear extension – Permission granted.

- 6.2.2 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 – Permission granted. The hours of operation are to be from 9am to 6 pm only.
- 6.2.3 S/1101/17/OL – Land between Fox Cottage and Acorns, Fox Road – Outline planning permission for proposed erection of a detached Passive House and associated works – Permission refused.
- 6.2.4 S/1511/17/PA – 25 Hall Close – Prior approval for a single storey rear extension – Permission granted.

7.3 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 be approved for payment, plus Frank Haxton (Padlock and chain) £28.98, Playsafety Ltd (play inspection) £273.00 and Peter Oakes (branches at Jubilee field) £168.00.

Buchans (Grass cutting)	£784.98
Cambridge Water (Pavilion water)	£56.31
SWALEC (Pavilion electricity)	£120.70
Parish Online (Online mapping)	£33.60
NEST (Pension)	£75.30
HMRC (PAYE/NIC)	£112.80
Salary	£75.36
LGS Services (Admin support)	£1030.29

7.2 Play inspection report

7.2.1 Pavilion paving – to consider report from Frank Haxton and quotation for additional works

RESOLVED to accept the additional quotation of £200.00 from C Jackson Builders to have the works completed. (Prop NB, 2nd SJa, unanimous)

RESOLVED in the future, for any contracts which may incur additional works, the Parish Council could consider delegating an additional 10% to Mr Haxton in case of unexpected over-runs. This would then allow the works to continue without needed another motion at a Parish Council meeting. Mr Haxton is to advise the Council if he receives any quotes for work or expect that there may be a need to provision for a cost over run on any new projects, so that the Council may allow the 10% or appropriate extra.

7.2.2 To consider the RoSPA report

RESOLVED to note Frank Haxton's comments:

- The risk for the skate park was assessed as high due to the risk on the half pipe
- The basket swing is the wrong type but Mr Haxton does not recommend a replacement.
- The priorities are to repair the gate post and cut back the branches above the slide.
- In Mr Haxton's opinion the surface on the ramp is OK.

7.2.3 Replacement gate post at Jubilee Playing Fields – to consider quote

RESOLVED to accept the quotation from RPM for £290.00 plus VAT. (Prop JA, 2nd LR, unanimous)

7.3 To consider any matter which is urgent because of health and safety
None.

8. Members reports and items for information only unless specified

8.1 Planning Working Group report, Coalition of Parish Councils and Examination in Public report

RESOLVED to receive Cllr Jones's verbal report that the hearings would take place in June or July. The Inspector is due to report in 2018. There is a strong movement from the Coalition to ask to pause the City Deal.

Cllr O'Brien and Cllr Jones will write an information letter on what is going on at this time.

8.2 Newsletter printing and delivery arrangements to consider quotes

Three quotations were considered. RESOLVED to accept the quotation from Solar Press for £180.00 to print the newsletter and the quotation from D2D for £145.00 to deliver the newsletter to every house in the village. (Prop NB, 2nd SJ, unanimous)

RESOLVED that Cllr Jagers will forward the quotations to the Clerk.

8.3 Website – to consider current usage and lack of information available

RESOLVED to receive Cllr Rolfe's verbal report that there had been 2500 hits on the website so far this year. He is not always told what is on in the village, such as the village fete, etc.

RESOLVED to place a note in the newsletter asking residents to let Cllr Rolfe know what is on in the village.

RESOLVED to look into including a Business Directory covering a list of builders, classes, etc.

RESOLVED to look at other Parish Council websites.

8.4 Bourn Parish Council's successes – to note

RESOLVED to note the 2500 hits on the website.

8.5 Personnel Working Group – to meet with the Clerk and agree goals for 2017/2018 (Confidential)

At 9.43 pm, on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. The Minutes Secretary left the meeting.

At 9.48 pm the Minutes Secretary rejoined the meeting.

RESOLVED that a meeting with the Clerk will be arranged in the near future.

9. To consider correspondence/communications received

9.1 MAGPAS request for financial support

RESOLVED in accordance with its powers under Section 137 of the Local Government Act, 1972, that the Council donate £200.00 to MAGPAS Air Ambulance, which, in the opinion of the Council, is in the interests of the area and its inhabitants (Prop NB, 2nd SJ, carried with 3 in favour and 2 abstentions)

10. Closure of meeting

The Parish Council sought an update on the replacement bin at the Jubilee recreation field.

There being no further business, the Chairman declared the meeting closed at 10.06 pm.

Signed _____ (Chairman) _____(Date)