

**BOURN PARISH COUNCIL****The minutes of the Meeting of Bourn Parish Council held on  
Wednesday 17 January 2018 at 7.30 pm in the Village Hall**

**Present:** Cllrs:       Mrs V Bruce (Chairman)               Mr D O'Brien  
                              Ms A Bourne                               Mr L Rolfe  
                              Ms S Jagers

**In attendance:**       1 member of the public, County Cllr Mark Howell and Mrs Gail Stoehr (Clerk).

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

None.

**1.     Apologies for absence**

Apologies were received from Cllrs Blair (out of parish), Jones (out of parish), and Watts (family reasons). Cllr Jagers apologised for having to leave at 8.30 pm.

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

Cllrs O'Brien and Jagers declared an interest in item 5.3 as committee members of Bourn Sports Club.

Cllr Bourne declared an interest in item 5.3 as a Sports Club member.

**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 and the extra-ordinary meeting**

RESOLVED that the minutes of the meeting on 15 November be approved and signed by the Chairman, after the following amendments: under open session, line 2, delete two sentences, from "He proposed..." to "...were outlined" on line 4; and under item 5.8, line 3, replace "Jagers" with "Jones."

RESOLVED that the minutes of the extra-ordinary meeting on 20 December be approved and signed by the Chairman.

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

On a proposition by the Chairman, items 4.1 and 5.1 were taken together.

**4.1    (5.1) Green Energy S106 funding – to note SCDC advice regarding renewable energy funding and its use towards the Pavilion project****5.1    (5.1 and 5.3) Green Energy S106 funding**

RESOLVED to note that James Fisher had said at the meeting with Cllrs Blair and Jagers that the Parish Council could spend the money as it chose.

RESOLVED Cllrs Jagers and Blair having spoken with CAPALC. to consider a letter to Skylark Meadows Solar Parks as an agenda item for the next meeting.

**5.     To consider reports on the progress of all ongoing projects and to see if further action is required****5.1    (5.1) Green Energy S106 funding**

Taken earlier.

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

RESOLVED that Cllr Rolfe should submit grant applications for three defibrillators.

RESOLVED to release the cheque for £1.00 and sign the contract for the kiosk at The Broadway.

RESOLVED to inform BT that the Parish Council does not wish to adopt the Hall Close kiosk.

5.3 (5.3) Bourn Sports Club Working Group proposals for modifications to Pavilion  
The contribution from the Sports Club is awaited, on receipt of which the order with Jackson Builders will be placed.

5.4 (5.4) Broadway POS  
RESOLVED to defer this item and that Cllrs Rolfe and Jagers are to advise on the goals.

5.5 (5.5) Relocation of the notice board at Village Hall car park  
RESOLVED to note that this item had been completed and that Cllr Rolfe had sent the paperwork to SCDC. The notice board's new location does not impact on the Twinning Tree.

County Cllr Mark Howell arrived at this point.

5.6 (5.7) Speedwatch  
RESOLVED that a Speedwatch scheme was not necessary to enable the Parish Council to apply for its future project, and to reconsider this at a future meeting when and if requested.

5.7 (5.8) Sycamores at Allotments  
RESOLVED, given that the tree works agreed in September to cut back one tree and cut back a branch on another, had not been carried out, to pursue this with the tree surgeon.

## **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/4324/17/DC – Area GC 15, Cambourne – Discharge of condition of planning permission S/6288/05/RM  
Noted.

6.1.2 S/4213/17/VC – 51 High Street – Variation of Condition 2 (Changing the design of rendering the whole building) of planning permission S/3414/16/FL  
This had been agreed by SCDC.

6.1.3 S/4015/17/DC – Storage building at Golders Farm, Fox Road – Discharge of Condition 3 (Phase I and II Geo Environmental assessment of planning permission S/0532/17/PA  
This had been agreed by SCDC.

6.1.4 S/4417/17/FL – 11 Caxton End – Single storey rear extension  
RESOLVED to make no recommendation.

6.1.5 S/4241/17/FL – 3 Baldwins Close – Front and rear extension  
RESOLVED to object on the grounds of a loss of smaller housing stock in the village.

6.1.6 S/4558/17/FL – Field south east of Bourn Leisure Club, Bourn Golf and Leisure, Toft Road, Bourn – Temporary change of use from agricultural to D2 and development for 2 years for for the erection of 3 cabins, 6 hot tubs, and a portable sauna together with portable showers and composting toilets for outdoor spa use  
Cllr Bruce declared an interest as PCC secretary, as the land is possibly part of a bequest to the PCC.

RESOLVED that the Parish Council supports the application. (Prop DO, 2nd LR, carried with 3 in favour, 1 against and 1 abstention)

County Cllr Mark Howell reported on:

- Council Tax and possible implications. The Council is looking at fairer funding for Cambridgeshire. The County is to keep only 75% of business rates.
- Adult Social Care. A vast portion of the CCC budget is demand led.

- Libraries are virtually safe but all of these areas will be up for debate at the CCC budget meeting.

Cllr Howell was asked about the timescales for the LHI bids. Cllr Howell is to follow up on emails sent to him by Cllr O'Brien on speed signs which are in disrepair.

Cllr Howell was asked about the A428 Caxton Gibbet to Black Cat consultation.

Cllr Howell left the meeting at 8.29 pm.

On a proposition by the Chairman, it was agreed to take items 8.5 and 8.7 next.

- 8.5 Newsletter Publication – to discuss and agree suggested dates and content  
RESOLVED to accept Cllr Jagers's recommendation on dates for the newsletter publication and on content as already circulated.
- 8.7 Proposal that the Council considers the forthcoming elections  
RESOLVED that members will seek more people to stand.

Cllr Jagers left the meeting at 8.32pm

- 6.2 SCDC Decision and appeal notices – to note
- 6.2.1 S/2764/16/OL – Land off Grafton Drive, Caldecote – Outline planning permission for the residential development of up to 58 dwellings with associated infrastructure, landscaping and public open space. All matters reserved – Appeal allowed.
- 6.2.2 S/3523/17/DC – Storage building at Golders Farm, Fox Road – Discharge of Condition 1 (Foul water drainage) and 2 (Surface water drainage) of planning permission S/0532/17/PA - Permission granted.
- 6.2.3 S/3507/17/FL – The Grange, Broadway – Creation of a new agricultural farm access track to the farm buildings at the Grange, Bourn – Withdrawn.
- 6.2.4 S/3633/17/FL – Brooklands House, 167 Caxton End – Single Storey rear extension – Permission granted.
- 6.2.5 S/4328/17/DC – Area GC15, Cambourne – Discharge of Condition of planning permission S/1371/92/O – Permission granted.

- 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 be approved for payment, plus Buchans (Grass cutting) £343.26 and Cambourne Parish Council (Notice board re-site) £319.20. (Prop DOB, 2nd VB, unanimous)

|                              |         |
|------------------------------|---------|
| Anglian Water (Water bill)   | £110.46 |
| LGS Services (Newsletter)    | £36.00  |
| Glasdon (Bench)              | £676.80 |
| SCDC (Room hire)             | £5.00   |
| LGS Services (Admin support) | £952.09 |
| Salary                       | £75.36  |
| NEST (Pension) (DD)          | £75.30  |

Credits, including allotment rents, a refund of the contribution for the gates, bank interest and a VAT reclaim, were noted.

- 7.2 Play inspection report and to consider any works required  
No report.

- 7.3 To consider any matter which is urgent because of health and safety and the Clerk's use of her delegated powers between meetings  
None.
- 7.4 To review the budget FY2018 and consider arrangements for any outstanding projects or monies to be earmarked  
The budget was reviewed.
- 7.5 To consider and approve the budget for FY2019  
RESOLVED:  
To include the same figures as last year except for
- Salaries £11,200.00 to include £500 towards a Data Protection Officer as advised by NALC is necessary.
  - Admin support £0
  - Miscellaneous general admin £4,000.00
  - Advertising £500.00.
- RESOLVED, in response to the Clerk's advice that the Council should take legal advice on employment matters given the decision at the last meeting to budget £2000 for legal advice from General Reserves.
- RESOLVED:
- To use S106 Caxton End POS contribution towards Broadway POS instead of the current earmarked fund.
  - To increase the special projects Traffic/ Highways reserves to £5,000 (£3,000 being required for the Alms Hill scheme, £1,000 for the 20mph at Hall Close and £1,000 for the 30mph in High Street) using £904.44 from Broadway POS fund.
  - To via the balance of Broadway POS and the Parish Plan fund and use the fund instead towards an earmarked fund for next year's LHI bid for signage and speed reduction measures; giving an earmarked fund of £283.96 and to include a further £1,750 in FY19 budget. This project is to be funded over 2 years and as such money will need to be budgeted in FY2020.
  - To use £2,074.00 from General Reserves to support the FY2019 budget
  - All under-spends at the year-end are to be transferred to General Reserves.
  - RESOLVED to adopt the budget for FY2019.
- 7.6 To set and demand the precept for FY2019  
RESOLVED to set the precept at £32,759.00, representing a 5% increase. (Prop LR, 2nd VB, unanimous)
- 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  
Nothing to report.
- 8.2 Highways  
The LHI meeting in February will consider the bids submitted.
- 8.3 SCDC Funding Pot  
Cllr O'Brien reported that the Community Chest funding was re-opening and suggested that the Parish Council consider potential projects. This is to be an agenda item at the next meeting.
- 8.4 Construction of Bourn Historical Archive  
RESOLVED to defer this item to the next meeting to consider for a Community Chest application.
- 8.5 Newsletter Publication – to discuss and agree suggested dates and content

Taken earlier.

8.6 Bourn Traffic Management – Proposals for speed limits and road signage

RESOLVED to defer this item to the next meeting.

8.7 Proposal that the Council considers the forthcoming elections

Taken earlier.

8.8 Bourn Parish Council's successes – to note

Nothing to note.

**9. To consider correspondence/communications received**

9.1 Resident – dog fouling

RESOLVED that Cllr Rolfe is to report to Environmental Health that this is a persistent problem.

RESOLVED that Cllr Rolfe should arrange for A4 laminated signage stating “Dogs should be kept on a lead in the play area. Please pick up after your dog” to be put up in the play area.

RESOLVED to respond to the resident with the Council's decision.

9.2 Cllr Mark Howell – litter collecting

RESOLVED to note that a village litter pick would take place on 3 March.

9.3 CCC – Greater Cambridge Partnership Cambourne to Cambridge Phase One Consultation

RESOLVED to delegate to Cllr Jones to submit a response in line with the Local Liaison Forum's views.

9.4 SCDC Consultation on main modifications to the South Cambridgeshire Local Plan and Cambridge Local Plan

RESOLVED to delegate to Cllr Jones to submit a response on all three modifications relating to Bourn Airfield i.e. the ability to build Bourn Airfield earlier; access on to The Broadway to be northbound only; and the site being extended closer to Caldecote. RESOLVED to note the deletion of Local Green Space.

9.5 SCDC – Notice of expiry of ACV listings

RESOLVED that the following 11 items be taken together and deferred to the next meeting.

9.5.1 The Willow Tree Public House, 29 High Street

9.5.2 Lalbagh Indian Restaurant, 49 Alms Hill

9.5.3 Bourn Surgery, 25 Alms Hill

9.5.4 Green Space, Corner of Hall Close and Church Street, Bourn

9.5.5 Hall Close Play Area

9.5.6 Village Stores and Post Office, 8 Short Street

9.5.7 Jubilee Playing Fields, Alms Hill

9.5.8 Village Hall, Short Street

9.5.9 Bourn Church of England Primary Academy, Riddy Lane

9.5.10 Bourn Sports Pavilion, Jubilee Playing Fields

9.5.11 Broadway Play Area

9.6 SCDC Cleaner Communities Pilot scheme

RESOLVED that the Parish Council wishes to join the pilot scheme and that Cllr O'Brien will be the point of contact.

9.7 Kingston Parish Council – enquiry regarding General Data Protection Regulations

RESOLVED to respond that the Parish Council had looked at CAPALC and were waiting for more information.

**10. Closure of meeting**

There being no further business, the Chairman declared the meeting closed at 10.10 pm.

Signed \_\_\_\_\_ (Chairman) \_\_\_\_\_(Date)

APPROVED