

BOURN PARISH COUNCIL

Minutes of the meeting of Bourn Parish Council, Wednesday 18 July 2018, 7:30pm in the Village Hall

Present: Councillors:

Dr N Blair (Chairman)	Ms A Bourne
Mrs V Bruce	Ms S Jagers
Mr S Jones	Mr D O'Brien
Mr L Rolfe (Acting Clerk)	Mr N Stutchbury

Also in attendance: 3 members of the public, new (from September 2018) Parish Clerk, Sarah Moore and District Councillor Tumi Hawkins

Comments and observations from members of the public

Following the article in the quarterly newsletter one resident, living on Toft Road, spoke about the problems of speeding in that part of the parish, especially past the Golf Club, and the number of accidents that had occurred in the past. This was to be an agenda item later.

Thanks were proffered by Rae Byrne for getting the agreement with CCC Highways about moving the 20mph speed limit sign outside her house.

There was, again, some discussion on the problems with the conservation area on Riddy Lane and the enclosure of CCC land. It was pointed out that all the evidence was available but that it seemed SCDC Enforcement were dragging their heels over it. The council was asked to make sure that CCC Highways were notified of the evidence to hand. This was also an agenda item for later in the meeting.

Reports from County and District Councillors

Cllr Hawkins reported on the problems within SCDC Planning whereby there is a growing staff shortage. She explained that the A428 corridor plans had been temporarily suspended by the mayor of the Cambridgeshire and Peterborough Authority who has overall responsibility. This should not affect the SCDC Local Plan as it was not being considered by the Inspectorate. Cllr Hawkins also added her comments on the Riddy Lane conservation area problems.

1. Apologies for absence

County Cllr Howell sent apologies for not attending as he was at another parish council meeting.

2. Declarations of interest

None

3. Approval of minutes of last meeting

RESOLVED that minutes of the meeting on 20 June 2018 be approved and signed by the Chairman. ^(prop DOB, 2nd VB)

4. Matters arising from last meeting or a previous meeting

4.1 Riddy Lane Conservation Area

Cllrs Bourne and Jones suggested that a joint meeting with SCDC and CCC should be the next step. Cllr O'Brien queried the boundary agreement that CCC Highways were considering.

At the chairman's recommendation it was RESOLVED that the Acting Clerk should contact CCC Highways with the Land Registry plans for their comments, ^(prop NB, 2nd SJO) and should try to arrange a site meeting with SCDC and CCC Highways officers to further discuss the problem. ^(prop DOB, 2nd AB)

If further details should be required it should be passed to the Planning Working Group for recommendations to be made at the next council meeting.

It was RESOLVED that the Acting Clerk should obtain whatever legal advice may be necessary. ^(prop NB, 2nd DOB)

4.2 Parish Council's policy regarding consultation with Countryside Properties.

The Acting Clerk had finally received a phone call, several weeks since Countryside Properties were invited by letter to make contact, from FortyShillings, the company that looks after their promotion, with a view to arranging a meeting. After discussion on the holiday period, every councillor wanting to be present, it was left to the Acting Clerk to try to organise a meeting for week-commencing 20th August. ^(prop AB, 2nd SJA)

- 4.3 Re-siting of 20mph sign on Riddy Lane.
Cllr Bruce advised that an agreement had been reached as CCC Highways accepted that wherever the sign was the vegetation would always be a problem for visibility. It had been agreed that Highways and the resident would be equally responsible for keeping the signage clear of vegetation.
- 4.4 .gov.uk internet domain and updating of website
Following the Acting Clerk's attendance at the CAPALC conference it was agreed that the current bourn.org.uk domain name was to be kept. Cllr Rolfe now had the relevant details from the ISP to enable all councillors to use an email address through that domain in preference to their personal email addresses which, with new GDPR regulations, was not considered good practice. These would be set in place over the summer recess. Cllrs Jagers and Rolfe have a meeting arranged at the end of the month with Yowly for further discussions over the provision of a new website.
- 4.5 War memorial wreath-laying
RESOLVED that the council should purchase a wreath for the War Memorial for Armistice Day. ^(prop NB, 2nd SJA)
Cllr Bruce asked what had happened to the wreath that had been laid on behalf of the village's twin village of St Papoul. The Acting Clerk would make enquiries.
- 4.6 Installation of defibrillators
Cllr Stutchbury gave an update on progress to date. He had contacted East Anglian Ambulance Service for further advice on ideal siting. Their recommendations were for approximately one per square mile. The favoured position is still at the Sports Pavilion as this building is owned by the Parish Council but there was also the telephone kiosk on Broadway, equally owned by the parish, and the Village Hall who had already agreed to a site on their outside wall. It has been agreed that the defibrillator currently at the Willow Tree, but inside, would be given to the parish for installation elsewhere where it could be accessed 24/7. This would mean that, for this unit, only an all-weather box and relevant electrical connections would need to be arranged.
- 4.7 Litter picking
No update as Cllr Bourne had been unable to make contact with the Caxton Gibbet businesses.
- 4.8 Additional seating at Jubilee Playing Field
Frank Haxton has suggested that the ordinary bench within the Children's Play Area could be moved elsewhere as it is little used. It would, however, require ground-fixing to comply with safety regulation. The Acting Clerk was asked to contact the resident group which originally requested the extra seating to find out exactly where they would like it placed. Once established it should be arranged with Frank Haxton.
- 4.9 Assets of Community Value
Cllr Rolfe explained that the council had been notified last December that the five-year period was running out. The previous Clerk had left the information on file with a note that 'the relevant forms would appear on SCDC website at some time in the future'. To date this has not happened. The Acting Clerk had contact SCDC and had been supplied with a draft copy of the new ACV form and was told that a new application would have to be made for each asset. Ideally these should be sent in at least eight weeks in advance however, it was agreed that they should be completed as soon as possible, even if they are late. The process would then be subject to SCDC.
- 4.10 Local Highways Initiative projects
Local Highways Initiative grants from CCC is a maximum £10k, the Parish Council must put in the remainder of at least 10%. Having discussed what the parish wanted to do it had been recommended that we put in for a grant with the topic of traffic calming in general. Providing the application was successful CCC would then arrange a feasibility study to come with best suggestions. It was agreed that we should apply for the maximum grant available, £10k, with the offer of an additional input from the Parish Council of £3k. ^(prop SJO, 2nd SJA)
5. **Members requested subjects for discussion**
- 5.1 Councillor training
Acting Clerk had details of training courses for both councillors and clerks with CAPALC coming up in the Autumn. Despite having the short introductory councillor's course at Cambourne earlier it was agreed that Cllrs Bourne and Stutchbury would benefit from the full course with CAPALC. The Acting Clerk was asked to book both of them in for the one-day all-day course in October. There is also a Clerk's training course in September, two days over two weeks.
- 5.2 Police/Crime Prevention to give advice and guidance to residents
Because of the amount of crime being recorded locally it was suggested that a local event would be a good idea. Cllr Jagers will contact the Police to try to organise an open meeting for residents in the future.

5.3 PCSO/Neighbourhood Watch liaison

During 2017 the figures for Bourn parish were that there had been 85 crimes of varying degree however the clear-up rate was just 7. It was recommended that more residents should be encouraged to join Neighbourhood Watch and be prepared to report anything suspicious.

5.4 Forward planning on S106 agreements

Although it was not intended to be used at any early conversations with Countryside Properties the Chairman suggested it would be a good idea if the council put together a list of possible S106 projects that could be brought up if and when any planning applications affecting the parish were submitted to SCDC.

6. Planning and tree work applications and any related matters

6.1 Planning applications and related correspondence received since last meeting

6.1.1 S/2023/18/FL – Health and Fitness Club, Bourn Golf Club, Toft Road – Grass-covered banking to contain driving range at Bourn Golf Club.

RESOLVED that the council made no recommendation on this application. ^(prop NB, 2nd LR)

6.1.2 S/2148/18/FL – 44 Riddy Lane – Demolition of existing side extension and new single-storey front and side extension – amended site location plan, elevations and floor plan.

RESOLVED that the council made no recommendation on this application. ^(prop NB, 2nd LR)

6.2 SCDC planning decisions and appeal notices – to note

6.2.1 S/1372/18/LD Brooklands Barn, 165A Caxton End – Certificate of lawful development for the retention of existing hovel and replacement of timber frame with new – Withdrawn 04/07/2018

6.2.2 S/1999/18/TC 36 Caxton End – Tree works – Approved 22/06/2018

6.2.3 S/2322/18/TP Tree on Riddy Lane behind 3 Baldwins Close – Retrospective 5-day notice – Removal of a dangerous maple tree – Approved 21/06/2018

6.3 Tree works application

None

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

7.1 Financial report and payment of bills

RESOLVED that the financial report be received and that invoices, statements and bank statements be checked at the end of the meeting by the signatories before cheques are signed for payments as listed on the report and below. There were no late invoices presented.

SCDC (Waste bin collection)	£17.33
(RoSPA) Playsafety Ltd (Annual playground inspection)	£222.60
Cambridge Water Business (Pavilion water supply)	£4.31
Anglian Water Business (Pavilion sewerage)	£65.43
Buchans Landscapes (Grounds maintenance)	£757.12
CAPALC (Annual conference/training)	£30.00
Alarm Maintenance (Pavilion CCTV investigation)	£90.00
Sarah Jagers – expenses (Solopress – newsletter printing)	£126.00
Jackson Ward Carpentry (Alterations to pavilion)	£8,607.60
D2D Distribution (Newsletter distribution)	£210.00

Credit of bank interest for June 2018 (£1.24) was noted.

7.2 Any urgent matter because of risk or health and safety, and use of delegated powers between meetings

Acting Clerk had used delegated powers to arrange inspection of CCTV system at pavilion as it could not be checked by local PCSO when required following an incident.

7.3 Change of banking arrangements

The recommendation to use Unity Trust Bank was rejected. The Acting Clerk was asked to approach Lloyds Bank again with regard to triple-authority payments or otherwise approach Coop Bank.

7.4 Equipment purchases for new Parish Clerk

After considering a selection of prices obtained by the Chairman it was RESOLVED to allow up to £900, at

Chairman's discretion to purchase dedicated computer, printer, mobile phone, and other stationery items as considered necessary for the job. ^(prop AB, 2nd VB)

8. Member's reports, general reports, and any items which need consideration

8.1 Coalition of Parish Councils, and Examination in Public report

Nothing to report.

8.2 Planning Working Group

Nothing to report

8.3 Highways

Cllr Bruce reported that she was still waiting to hear when CCC Highways were going to begin the work on Chapel Hill.

8.4 Allotments

Nothing to report

8.5 Tree Warden

Nothing to report

8.6 Footpaths/bridleways

The report from Graham Bruce had been received and noted.

8.7 Playground inspection

Frank Haxton's response to the RoSPA reports considered that only the bearings/foundations problem on the Rotator and the clearance of the undergrowth and encroaching trees around the slide required urgent attention. Only one estimate for the work required around the slide had been received from TH Tree Surgery and it was RESOLVED to accept that as the cost seemed reasonable. ^(prop NB, 2nd LR)

8.8 Sports Pavilion CCTV

Following the inspection by Alarm Maintenance and the subsequent report that it was no longer functioning correctly and was not repairable the company was asked to submit an estimate for a replacement. Parts of the system such as the wiring, etc were OK but the cameras and monitor needed replacing. Once that quote for replacement was supplied other quotes were be asked for to get best value.

8.9 Handover date to new Parish Clerk

As there is no planned council meeting during August and the new Clerk would be on holiday during the middle of the month it was agreed and accepted that she would take up her appointment from 3rd September 2018. This would allow Cllr Rolfe time to get as much basic paperwork ready for a gradual introduction to the job.

8.10 Bourn Parish Council's successes – to note

At last we have a new Parish Clerk.

9. Correspondence/communications received

None received.

10. Closure of meeting

There being no other business the meeting closed at 10.20pm.

Signed/approved Chairman

Date