



BOURN PARISH COUNCIL

Minutes of the meeting of Bourn Parish Council Wednesday 20 February 2019, 7:30pm in the Village Hall

Present: Councillors: Dr N Blair (Chairman) Ms A Bourne Mrs V Bruce
Mr S Jones Mr G Ritchie Mr L Rolfe (Acting Clerk)

Also in attendance: 4 members of the public, District Councillor Tumi Hawkins

Comments and observations from members of the public

One resident from Broadway announced that there was now a list of about fifteen people wanting to take part in Speedwatch. They all fully understood that training had to be arranged with Cambridgeshire Police and it was hoped this could be in the near future. Cllr O'Brien would take note of this and follow up.

The council were informed that the tree works application at item 8.2.2 was unlikely to happen following discussions between the landowner and UK Power Networks. It would be left for SCDC to make a final decision.

Other residents explained that they were there to see the outcome on item 8.1.1.

Reports from County and District Councillors

Cllr Hawkins explained the major points affecting our area from her monthly report. The additional charge for a second green bin in line with Cambridge City with the shared waste service. The consultations about the Cambourne to Cambridge Busway and the proposed East-West Rail Link were explained and it was hoped that everyone would make their own representations. There had been a second workshop regarding the Bourn Airfield development with some of the suggested changes being outlined. The recently approved route for the A428 from Caxton Gibbet to the Black Cat on the A1/A421 was also noted. The full report will be available on the parish website.

1. Apologies for absence

Received from Cllrs Jagers and Stutchbury, out of parish, Cllr O'Brien, work commitments, and County Cllr Howell, unwell.

2. Declarations of pecuniary interest, dispensations held or requested

Cllr Rolfe declared an interest in item 7.5 as one of the applications bore his signature as treasurer.

3. Approval of minutes of last meeting

Following correspondence from the resident asking for the minute to be deleted the wording of item 4.1 was changed from '....had not been actually moved' to '....had not been moved to the required position'. With that alteration in place it was RESOLVED that the minutes of the meeting on 16 January 2019 be approved and signed by the Chairman. (proposed LR, 2nd VB, unanimous)

4. Matters arising from last meeting or a previous meeting

4.1 Boundary between 3 Baldwins Close and Riddy Lane

There had been no further movement of the fencing. A copy of an email from CCC Highways Asset Manager thanking the council for supplying copies of the statements from various residents and listing the proposed response was passed to councillors. It acknowledged that the original fencing and the boundary according to CCC Highways mapping was inconsistent. Cllr Ritchie suggested that the parish council could claim all the land between the original fence line and the tarmac surfaces, registering it with Land Registry, but coming to an agreement with CCC Highways with regard to the maintenance of the area. It was agreed that Cllr Ritchie should get legal opinion on such a possibility and a sum of up to £300 should be allocated for such. (proposed AB, 2nd SJO, unanimous)

4.2 Speedwatch equipment and implementation

Following the earlier report from the resident from Broadway and the absence of Cllr O'Brien it was agreed that he should make further contact with Hardwick Parish Council as to their intentions about joint workings. Failing a positive response from them it was agreed that a previous suggestion of obtaining our own equipment should go ahead. (proposed SJO, 2nd AB, unanimous) Cllr O'Brien will be asked to get more details of costs. It was estimated that the cost of a complete system could be between £2000 and £2500. It was hoped that some of the outlay could be recovered by offering to loan the equipment to other parishes.

4.3 Broadway play area fencing and goal

Follow-up from last month's report it was agreed that we should ask Frank Haxton to obtain or price up the relevant items to repair the fence and permanently fix the goal down. It should be within the limit of the allowance that he could spend without referring back to the council. Chairman then suggested that a working party could be organised to do the relevant work.

4.4 Notice information on Jubilee Playing Field

Acting clerk informed that it had been difficult to find any company that could, or was prepared to, produce such small pieces of acrylic to overlay the now incorrect phone number for contact to the Parish Clerk. Algar Signcraft was suggested but Acting Clerk said that has already been tried. Chairman described large key fobs which could be engraved and would forward the supplier's information to the Acting Clerk to follow up.

4.5 'Quiet Lane' request

Acting Clerk has received a communication from CCC Highways Policy and Regulation Manager which explains the idea behind Quiet Lanes. In particular to provide a network of routes linking rights of way, open spaces and places of interest. Proposals would be considered on an area basis rather than isolated, individual roads. Traffic regulations would be required along with speed surveys and traffic counts to validate a potential scheme. There is no funding available within CCC to investigate potential solutions. The Local Highways Improvement scheme was recommended as a possible way to proceed. This can be bid for by parish or town councils, community groups or residents associations but a contribution towards the costs would be expected. As the parish council has already put in for an LHI grant for the coming financial year we would have to wait at least another year before trying again. Would it be possible for the residents of Caxton End to form their own pressure group and apply for the work?

4.6 Road/footpath boundary hedge on Caxton End

Acting Clerk had been in contact with SCDC Highways regarding this having reported it officially on their website. He had been informed that it was due to be dealt with this week and it has apparently now been tidied.

4.7 Retaining board at tennis courts

These have now been inspected and are not, as considered last month, at the edge of the court surface, but between the grass and the gravel surrounding the courts. They would therefore come under the subject of grounds maintenance. In the past Frank Haxton has recommended that they be replaced with concrete edging rather than wood. Acting Clerk will contact Frank for advice and consider getting quotes for the work to be done.

5. Reports on the progress of ongoing projects

5.1 Parish Council website

A working party (Cllrs Jagers, Rolfe and Stutchbury) met last week to put together the first ideas of the purpose, scope and layout of the new website. The update on this has been distributed to all councillors. There will be another working party next month and Yowly are due to start working on the website in March, with the relevant funds budgeted for in the next financial year.

5.2 Bourn Airfield SPD – Community stakeholder workshop no.2

Cllrs O'Brien and Jones attended this meeting. Cllr Jones updated the information received on the plans for the layout of the development. The village 'centre' is now proposed to be at the centre rather than in the north-west corner. Relocation of the busway route planned to skirt the northern boundary is proposed to also go through the centre of the development although this could mean crossing vehicle and pedestrian access. There is also second thoughts on the possibility of a direct link to the A428 dual carriageway for access and egress, easing the pressures on Childerley Gate roundabout.

5.3 Update on discussion with Bourn Surgery regarding defibrillator

Cllr Bruce reported on the meeting between Cllr Stutchbury and herself with Dr Redwood. A report has already been circulated to all councillors. The surgery considers the Sports Pavilion would be the best site for a second defibrillator. Dr Redwood also wondered whether Bourn to Run had access to full medical supplies.

6. Members requested subjects for discussion

6.1 East-West Rail and CamBedRailRoad

The council considered all the options and it was agreed that the northern route would be preferred from both parties.

6.2 Cambourne to Cambridge public transport project

The various options for this project were discussed and it was agreed that the on-road solution was preferred. Whilst it was hoped that councillors and residents would respond to both surveys individually, Cllrs Jones and O'Brien were delegated to complete submissions on behalf of the parish council in each case. (prop NB, 2nd LR, unanimous)

Item 10.1 was taken out of sequence as the subject continued on from 6.1 and 6.2 above.

10.1 Planning Working Group, Coalition of Parish Councils

Cllr Jones reported on the proposed meeting of the Coalition called for 6 March to garner support for both the A428 access from Bourn Airfield Development and an all-ways junction with M11/A14 at Girton. A letter was being drafted from the Coalition and a letter was expected from the local Member of Parliament to Highways England on the subject. Meanwhile, on the route of the Cambourne to Cambridge busway, it was reported that the on-road solution was preferred and Coton Parish Council were still very opposed to an off-road route.

7. Correspondence/communications received

7.1 Cambridgeshire ACRE membership

An email from ACRE stated that the council needed to renew its membership which was due 1st January 2019. After some discussion it was felt that very little was gained by being a member and that we should not renew the council's membership. Cllr Bruce said that the Village Hall was a member and that, should anything of specific interest occur, the information could be passed on.

7.2 BrightPay payroll software

With the change of Parish Clerk in 2018 a new payroll software had to be found. From a list of approved suppliers of free software on the HMRC website for employers with a small number of employees BrightPay were chosen. The email states that, after seven years, there will now be a small annual charge. Since we currently have no employees the Acting Clerk said he will investigate alternatives but if nothing was suitable it was agreed to pay the annual fee as and when required.

7.3 RoSPA play area inspections

RoSPA have advised that inspections of the play areas are due in April. Their charges have increased this year by a small amount but, should the council want our own inspector, Frank Haxton, to accompany their inspector there would be an additional charge. In total this would amount to in excess of £240. Other alternative inspectors have been asking for business; all are equally qualified. Acting Clerk has contacted one based in East Anglia who has quoted for the work at £135 which would include meeting with a council representative at no additional cost. He provided an example of his work and report which is of equivalent quality to those provided by RoSPA. He was contracted to RoSPA between 2004 and 2011. It was agreed that we should switch to a cheaper provider. (proposed VB, 2nd NB, unanimous)

7.4 Internal auditor

No decision has been made as to appointing an internal auditor. It was suggested that there might be one based nearer than the one that LGS Services have used in the past. Acting Clerk is attending a one-day course with SLCC on end-of-year accounting at the beginning of March. He will ask for advice.

7.5 S137 grant applications

Two applications have so far been received. No decision has to be made until the next financial year.

Additional correspondence had been received from -

- +1 SCDC, inviting all parish councillors to a training session on planning. Any councillor wishing to attend must let the Acting Clerk know before the end of February to book their places.
- +2 Heidi Allen, MP, asking whether Cllrs O'Brien and Jones could attend a meeting with Highways England regarding Bourn Airfield Development access to the A428. Both agreed to be present.

8. Planning and tree work applications and any related matters

8.1 Planning applications

The meeting was adjourned at 21.26 to allow the applicant for item 8.1.1 to explain that amendments had been made to the original application on the recommendation of SCDC Planning Officer and that the plans provided were no longer fully accurate.

The meeting was reconvened at 21.30.

8.1.1 S/0151/19/FL – 6 Baldwins Close – first floor front extension and raising the roof

RESOLVED 'no recommendation' (prop VB, 2nd AB, unanimous)

8.1.2 S/0286/19/FL – 31 Hall Close – single storey front and rear extensions

RESOLVED 'no recommendation' (prop AB, 2nd VB, unanimous)

8.2 Tree works applications

8.2.1 S/0178/19/TC – 6 Baldwins Close – Eucalyptus tree in back garden, reduce by 30%, hanging into neighbours garden.

Already decided upon by SCDC - see 8.3.1.

8.2.2 S/0430/19/TP – 161 Caxton End and nearby land – 4 ash trees to be removed at request of UK Power Networks as damaging cables and poles which need to be replaced.

Following comments by resident at beginning of meeting, being left for SCDC to make decision.

Further to advice from Parish Tree Warden no comment was made on the following applications -

8.2.3 S/0538/19/TC – 160 Caxton End – tree works in conservation area.

8.2.4 S/0593/19/TC – 143 Caxton End – Ash, remove to ground level, affecting electricity cables; Poplar, remove to ground level, poor specimen.

8.3 SCDC planning decisions and appeal notices

8.3.1 S/0178/19/TC – 6 Baldwins Close – as 8.2.1 – no objections, 11.2.2019

8.3.2 S/4790/18/TP – Brambles, 1 Fox Road – Wych Elm, pollard to 3 metres – refused, 11.2.2019

Noted.

8.4 Historical application modifications

S/0332/19/PO, S/0334/19/PO, S/0336/19/PO – Various addresses in Bucksherd Close, Chaffinch Walk, Chervil Way, Hurricane Way and Stirling Way, Cambourne – modifications from planning obligations in 1999.

Noted.

9. Finance, procedure and risk assessment

9.1 Financial report and payment of bills

RESOLVED that the financial report be received and considered, and that 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 financial report be approved for payment, with the addition of the late invoices listed below. (proposed NB, 2nd VB, unanimous)

As per financial statement

| | | | | | | |
|------------|------|--|-------------|---------------------|---------------------|-------|
| 2019-02-20 | 2192 | | 848 1695 85 | CALICO UK | DOMAIN NAME RENEWAL | 24.00 |
| 2019-02-20 | 2193 | | | CAMBRIDGESHIRE SLCC | CLERK TRAINING | 5.00 |

Late invoices

| | | | | | | |
|------------|------|--|-------------|---------------|--------------------|-------|
| 2019-02-20 | 2194 | | 536 1533 57 | VIKING DIRECT | STATIONERY, STAMPS | 38.93 |
|------------|------|--|-------------|---------------|--------------------|-------|

Credits of bank interest were noted.

9.2 Budget for financial year 2019-20

Copies of the final budget were distributed.

9.3 Banking arrangements

The third signatory on the account has now completed the access forms and is waiting for the relevant authorisation. Once complete it should be possible to change from drawing cheques to making payments by BACS.

9.4 Improved deposit account

Acting Clerk produced information on a Business 95-day Saver account with Nationwide Building Society. Currently this account is paying 1.10% interest compared with the present account with Lloyds Bank at 0.05%. As the balance in the present deposit account had not need to be accessed for a considerable time it was agreed that 95 days notice would not be a problem. It was agreed that Acting Clerk should process the application online. (prop NB, 2nd VB, unanimous)

9.5 Any matter which is urgent because of risk or health and safety and the use of delegated powers

None.

10. Member's reports and items which need consideration or are for information only

10.1 Planning Working Group, Coalition of Parish Councils

The Planning Working Group had not met during the past month. See earlier for Cllr Jones' Coalition report.

10.2 Highways

Cllr Bruce said CCC Highways had still not started the expected work on Chapel Hill footpath despite assuring her that it would be completed by the end of March. She would contact them again at the end of February to find out the latest information.

10.3 Allotments

Nothing to report.

10.4 Tree Warden

The Tree Warden's comments on the recent tree works applications have been taken into account when responding to the relevant applications.

10.5 Footpaths/bridleways

The monthly report from Graham Bruce had been received with no major problems. He had been able to clear the tree which had fallen against the gate from Caton End footpath to Jubilee Playing Field. Correspondence about Porter's Way resurfacing had been received. It was noted that the last 300 metres had not been done as they had used up all of the road planings from resurfacing the A1198 at Longstowe.

10.6 Play area and equipment inspection, and to consider any works required

The steps on the slide at Jubilee Playing Field had been completed satisfactorily.

10.7 Chairman's update on recruitment of new Parish Clerk

Cllr Blair updated council on latest developments.

10.8 Bourn Parish Council successes

Nothing to report this month.

11. Closure of meeting

There being no further business, the Chairman declared the meeting closed at 10.20pm.