



BOURN PARISH COUNCIL

Minutes of the meeting of Bourn Parish Council Wednesday 17 April 2019, 7:30pm in the Village Hall

Present: Councillors: Dr N Blair (Chairman) Mrs V Bruce Ms S Jagers
Mr D O'Brien Mr G Ritchie Mr L Rolfe (Acting Clerk)

Also in attendance: One member of the public.

Comments and observations from members of the public

None

Reports from County and District Councillors

Both District Cllr Hawkins' and County Cllr Howell's reports had been circulated prior to the meeting and were acknowledged.

1. Apologies for absence

Cllrs Bourne, Jones and Stutchbury all out of parish. Cllrs Hawkins and Howell both attending other meetings.

2. Declarations of pecuniary interest, dispensations held or requested

Cllr Rolfe declared interest in item 9.3.2 as a signatory of the request. Dispensation granted, to remain in order to keep taking the minutes, but not to vote.

3. Approval of minutes of last meeting

It was RESOLVED that the minutes of the meeting on 20 March 2019 be approved and signed by the Chairman.
(proposed SJA, 2nd DOB, unanimous)

4. Matters arising from last meeting or a previous meeting

4.1 Broadway play area fencing and goal

Chairman and Frank Haxton had met at the play area to consider what needs remedying. There are concerns about the amount of broken fencing which appears to be due to vandalism. It was generally agreed that minor vandalism was causing the council considerable expense compared to the rest of the parish. There is a general need to get parents involved, explaining how much the area has cost the parish to date and that there has to be a finite limit. It was suggested that the area might have to be closed. Meanwhile Frank Haxton is to be asked for specifications for replacement fencing, including stronger netting, around the perimeter and for high fencing to be installed behind the goal which will have to be permanently fixed down.

4.2 Retaining boards at tennis courts

Six contractors were asked for quotes, four were received, one declined. The council considered those received and it was agreed to accept the quote from Ballinger Construction of Caldecote. ^{Proposed NB, 2nd DOB, unanimous.} Acting Clerk to confirm with the company to arrange dates and also to check the official re-opening of the tennis courts following resurfacing to avoid a clash of dates.

4.3 Privacy/GDPR notices

Carried forward to next month.

4.4 Internal auditor

Unable to follow suggestions from last month and find someone local to complete the audit it was agreed that last year's internal auditor, Canalbs, should be reappointed. ^{Prop LR, 2nd NB, unanimous}

5. **Reports on the progress of ongoing projects**

5.1 **Parish Council website**

The working party (Cllrs Jagers, Rolfe and Stutchbury) had held a meeting at Yowly's office to consider the latest developments. They are going to produce initial designs and ideas in time for another meeting early in May.

5.2 **Speedwatch**

Several members have now completed training at Cambourne Police Station and the first two sessions have been held, last week and this, on Broadway resulting in 34 vehicles being reported for excess speed. Following discussions about the newer, moveable speed display units which are now acceptable for use as Speedwatch indicators in approved positions it was agreed that one such unit should be purchased from Morelock but rather than a tripod, mountable brackets should be considered to be permanently fixed at approved sites in the parish.

(Proposed DOB, 2nd VB, unanimous) This would not stop the use of the equipment on loan from the police at alternative sites.

Acting Clerk was tasked with getting prices from Morelock for the brackets, liaising with police to agree sites and applying to County Council for the necessary licences to fix brackets to lamposts.

5.2.1 **Community Speedwatch signage**

These signs, seen in many village where Speedwatch operate, are available through County Council for approximately £100 each, including fixing. It was agreed to purchase two signs; one on Broadway and one on Gills Hill access to the village (Prop DOB, 2nd SJA, unanimous) Acting Clerk to apply to County Council in first instance.

5.3 **Update on supplementary questions to Countryside's traffic consultants**

The responses, having now arrived, are being discussed by Cllrs Jones and O'Brien with a follow-up report at next month's council meeting.

5.4 **Second defibrillator at pavilion**

In Cllr Stutchbury's absence Clerk gave his report. Electricians have visited with Cllr Stutchbury and agreed a suitable location. If no RCD trip-switch is present then one would have to be installed to satisfy current building regulations. The quote from Defib Store, who supplied the first box, is under £1700. Even with electrician's costs this will total below the amount budgeted. Agreed to purchase the necessary equipment (Prop NB, 2nd DOB, unanimous)

6. **Members requested subjects for discussion**

6.1 **Publication scheme for website**

Information Commissioner's Office (ICO) have a model publication scheme template which we will use and have in place on the new website. Much of this is either already on the current website or available in hard copy.

6.2 **Assets of Community Value (ACVs)**

Acting Clerk had been in contact with SCDC over the non-appearance of these on the the official listings. The original ACVs had expired last year and replacement applications had been sent in in August. SCDC claim to have no knowledge of them and advised that they must be applied for again. The newer applications were subject to more stringent regulations and SCDC advised that many older ACVs would not be accepted for renewal. It was agreed that Acting Clerk should produce a short-list of previous ACVs for consideration at next month's meeting.

6.3 **Date and venue for Annual Parish Meeting**

It was agreed that the Annual Parish Council Meeting would replace the regular meeting on 15 May at the Village Hall and that the Annual Parish Meeting would be held on 22 May at the same venue, subject to availability, otherwise at the Community Centre in Hall Close.

7. **Correspondence/communications received**

7.1 **██████████ – Freedom of Information Act request**

It was agreed that FOI Regulation 12(5)(f) allowed the rejection of this request. All the conditions of this regulation were being met. (Proposed NB, 2nd SJA, unanimous)

7.2 **Concerned Parish resident – Anonymous request for information**

The advice from NALC is that whilst the request should be recorded, the council is under no obligation to reply because a number of the requests relate to Freedom of Information for which a separate process is required by law. Such requests cannot be made anonymously and the person's name and contact details are required in the first instance. It was agreed that the request should be recorded, but ignored. (Proposed NB, 2nd DOB, unanimous)

8. Planning and tree works applications and any related matters

8.1 Planning applications

- 8.1.1 S/1031/19/OL – Former Gestamp factory site, Bourn Airfield – Outline planning permission with some matters reserved except for site appearance for the redevelopment of the former factory site for up to 24620sqm/26500sqft GEA of commercial floorspace (B1 light industry and B8 warehouse), associated car parking and service yards, external works and landscaping – Resolved to object until indications of more information regarding the volume of staff and other vehicles could be produced because of the knock-on effect on the Bourn Airfield development in general. (proposed DOB, 2nd NB, unanimous)
- 8.1.2 Late application S/0993/19/FL – Meadowcroft, Fox Road – To create a new driveway and hard standing on an existing property – Resolved to object as part of the area involved has previously been declared agricultural land by SCDC. (proposed VB, 2nd NB, unanimous)
- 8.1.3 Late application S/1054/19/FL – 49 Broadway – 1.5 storey rear extension – Resolved 'no recommendation' (proposed NB, 2nd LR, unanimous)
- 8.2 Tree works applications
- 8.2.1 S/1182/19/TC – 1 Short Street – Sycamore, remove 3 lower limbs over the Village Hall to reduce the risk of damage to the roof – Resolved no response required – Council's tree warden happy with application
- 8.3 SCDC planning decisions and appeal notices – to note
- 8.3.1 S/0151/19/FL – 6 Baldwins Close – approved
- 8.3.2 S/0971/19/TC – 6 Baldwins Close – 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 VB, 2nd DOB, unanimous)

As per financial statement

2019-04-17	BACS		856 3360 14	BUCHANS	GROUNDS MAINTENANCE	359.67
2019-04-17	BACS			CAMBS COUNTY COUNCIL	LHI CONTRIBUTION (20MPH)	1000.00
2019-04-17	BACS		651 1419 63	N WATTS PAINTING/DECORATING	PLAY EQUIPMENT MAINTNCE	1068.00
2019-04-17	BACS			PENDRILL PUBLICATIONS	CLERK ADVERTISING	77.00

Late invoices

2019-04-17	BACS			CAPALC	ANNUAL AFFILIATION FEE	322.25
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Credit of bank interest was noted.

2019-04-09		LLOYDS BANK	INTEREST	1.09
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9.2 2018-19 Final accounts

9.2.1 Carry out a review of the effectiveness of the system of internal control for the past financial year

This was discussed and considered satisfactory.

9.2.2 Prepare and approve the Annual Governance Statement (Section 1 of the Annual Return) by resolution

The Annual Governance Statement was considered and all questions answered 'Yes' except for the question on Trust Funds which was 'Not Applicable'. It was resolved that the Annual Governance Statement be approved.

(proposed NB, 2nd DOB, unanimous)

9.2.3 Prepare and approve the Accounting Statements (Section 2 of the Annual Return) by resolution

The Accounting Statements had been prepared by Acting Clerk, considered and accepted as correct. It was resolved that the Accounting Statements be approved. (proposed NB, 2nd DOB, unanimous)

9.2.4 Ensure that above two items are signed and dated at the meeting by the person/s presiding

The two statements at items 9.2.2 and 9.2.3 were duly signed at the meeting by the Chairman.

9.3 S137 Grant applications

9.3.1 Merrybourn – resolved to grant a donation of £240. (proposed VB, 2nd SJA, unanimous)

9.3.2 Tuesday Coffee Club – resolved to grant a donation of £250. (proposed DOB, 2nd SJA, 5 for, LR did not vote)

9.3.3 Allotment Association (late application) – to purchase a cordless strimmer in order to keep the ditch clear (Council's responsibility) – resolved to grant a maximum donation of £200. (proposed NB, 2nd DOB, unanimous)

All were, in the opinion of the Council, in the interests of the village and its inhabitants.

Payments would be made direct by BACS once relevant information was received.

9.4 Banking arrangements

Cllr O'Brien has now been added as an additional signatory and is able to authorise BACS payments

9.5 Improved deposit account

The new deposit account with Nationwide Building society has been opened. Lloyds Bank have been sent the relevant instructions to close the deposit account with them and transfer the balance to the current account. Once this has been completed then a transfer can be made to the new account.

9.6 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 only10.1 Coalition of Parish Councils

No meeting in past month

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. They now say they are waiting on contractors and expect it to be completed during June or July.

10.3 Allotments

No report. They have submitted a S137 application to purchase a cordless strimmer to keep the ditch clear which they undertake on behalf of the parish Council.

10.4 Tree Warden

The Tree Warden's comments on the recent tree works application have been taken into account.

10.5 Footpaths/bridleways

The monthly report from Graham Bruce had been received with no major problems.

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

Frank Haxton who had reported that the quote for the repair parts to the FunRun Trail and the Spring Mobile were considered exorbitant had hoped to source the parts elsewhere had been unsuccessful in his efforts. He could not see any alternatives to the supply of parts from Wicksteed Leisure. Acting clerk was asked to check whether the quote included fitting or whether that would cost extra. Meanwhile these items of equipment have either been removed or cordoned off.

10.7 Bourn Parish Council's successes – to note

The council is pleased to report the restarting of the Speedwatch Group to monitor traffic throughout the village.

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 press and public were excluded from the meeting whilst items 10.8, 10.9 and 10.10 were considered. The minutes from this part of the meeting will remain confidential.

11. Closure of meeting

There being no further business, the Chairman declared the meeting closed at 10.23pm.

Approved

Chairman

Date