



BOURN PARISH COUNCIL

Minutes of the annual meeting of Bourn Parish Council Wednesday 15 May 2019, 7:30pm in the Village Hall

Present: Councillors: Dr N Blair (Chairman) Ms A Bourne Mr S Jones (late arrival)
Mr G Ritchie Mr L Rolfe (Acting Clerk) Mr N Stutchbury

Also in attendance: Two members of the public, County Councillor and District Councillor.

1. Election of Chairman and declaration of acceptance of office

There being no other nominations it was RESOLVED to re-elect Cllr Blair as Chairman. (proposed LR, 2nd NS, unanimous)

Cllr Blair duly signed his acceptance of office.

The retirement/resignation of Cllr Bruce after seventeen years was announced and acknowledged. Thanks were given for her efforts over the past years.

2. Election of Vice-Chairman

There being no nominations as previous vice-chairman's resignation had only just been announced it was agreed to carry this forward to next month's meeting when full council should be present.

3. Appointment of committees, working groups and any other offices deemed necessary by the Council

The current, 2018, list of roles and responsibilities had been circulated prior to the meeting and all those listed were happy to continue with their roles. Cllr Bruce's responsibilities will be re-allocated by next month's meeting and the list revised for publication. (proposed NB, 2nd NS, unanimous)

4. Appointment of representatives on other organisations or authorities

It is required that two parish councillors are appointed to the Village Hall committee. Cllr Rolfe was happy to continue and Cllr Stutchbury was appointed in Cllr Bruce's place.

Reports from County and District Councillors

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

Cllr Hawkins gave a brief explanation of the advancement of Waterbeach new town. The Supplementary Planning Document regarding Bourn Airfield Development was going before SCDC Scrutiny on 21 May and the Parish Council and Coalition of Parish Councils were invited to make representations. SCDC are now offering grants for green, carbon-neutral ideas.

Cllr Howell explained that CCC Highways dragon patcher had been very busy in the parish filling potholes and were intending to complete the work on Caxton End in the future, having made a good job of dealing with the condition of the road in the area of the ford. It was also explained that CCC are now one of the premier councils in the country for green initiatives.

Comments and observations from members of the public

One resident explained their intention to convert a redundant agricultural storage building to housing using permitted development but that, as it was within the conservation area, they had been advised to consult with the parish council. Cllr Blair explained that, until the relevant planning application had been received, the council could not make any comments on the plans.

At this time all members of the public and the County and District Councillors left the meeting.

5. Apologies for absence

Cllrs Jaggars (work commitments) and O'Brien (out of parish).

6. Declarations of pecuniary interest, dispensations held or requested

None

7. Approval of minutes of last meeting

It was RESOLVED that the minutes of the meeting on 17 April 2019 be approved and signed by the Chairman.

(proposed LR, 2nd GR, unanimous)

8. Matters arising from last meeting or a previous meeting**8.1 Broadway play area fencing and goal**

Frank Haxton was with the play inspector when the annual inspection and reports was made and discussed the fencing requirements. He is now arranging for quotes for the fencing as required.

8.2 Privacy/GDPR notices

Acting Clerk produced a short statement which could be added to the existing signature block on outgoing emails to this effect.

“Bourn Parish Council collects only the limited amount of information about you in accordance with the law that is necessary for correspondence, information and service provision. The Council does not use profiling nor sell or pass your data to third parties unless it has a legal requirement to do so. It will pass on your details and requests to the relevant authorities where that request is outside the remit of the Council. Your data will be stored securely and will be deleted when deemed no longer needed. The Council regularly reviews its policies on data protection. Copies of the Council's policies and the deletion of any data held about you may be requested at any time. If you are a supplier of goods or services such deletion could result in the Council being unable to contact you in the future”

It was RESOLVED to adopt this addition to the signature on all emails sent by the Council. (Proposed NB, 2nd AB, unanimous)

8.3 Update on supplementary questions to Countryside's traffic consultants

As Cllr Jones had not yet arrived this was carried over to next month's meeting.

9. Reports on the progress of ongoing projects/issues**9.1 Parish Council website**

Cllr Stutchbury reported on the recent meeting between the working group and Yowly. The design has been progressed such that the first pages were available for the working group to consider. Yowly expect to have a fully-functioning home page and parish council page, considered to be the most important pages, by the next meeting at the beginning of June. They have agreed to present these, and more, at the parish council meeting in June for all councillors to see.

It was agreed that Acting Clerk should set up councillor's email addresses @bourn.org.uk as soon as possible rather than wait for the new website to be in operation.

9.2 Community Speedwatch signage

Cllr Rolfe had been round the parish with Cambridgeshire Police Speedwatch liaison to ascertain where the Morelock display panel could be sited to be used with the SpeedwatchBourn group. The cost of additional brackets had been ascertained. It was agreed to purchase an additional three brackets. CCC Highways have to be approached to request the licence to attach these to lampposts each of which have to be individually identified. This will be done before ordering the Morelock equipment. County Council will also be asked about supplying and fitting 'Community Speedwatch operates here' signage at each end of the village.

9.3 Second defibrillator at pavilion

Cllr Stutchbury reported that delivery of the equipment was due on 13 May but had not yet arrived. The supply company were supplying a Ready Kit (gloves, scissors, masks, etc.) free of charge. Also free of charge, they are supplying a wall sign to attach to the corner of the pavilion pointing to where the difibrillator is being fitted as it will not be immediately visible from the car park. The electrician responsible for connecting and fitting the first defibrillator at the Village Hall has been asked to install the second one. Currently the installation date has been arranged for 6 June but, if possible, Cllr Stutchbury is going to try to get it completed before the official re-opening of the tennis courts on 2 June so that it can be publicised at the event.

9.4 Retaining boards at tennis courts

Ballinger Construction have agreed a date for this work to be done week-commencing 27 May so that it is finished in time for the re-opening of the tennis courts on 2 June.

Cllr Jones arrived at 8.45pm.

9.5 Assets of Community Value (ACVs)

SCDC have now acknowledged that the applications sent to them in August 2018 have been lost in the system. Acting Clerk has submitted them again. The rules are now more stringent and it is likely that some of those previously listed will no longer be considered. Further response from SCDC is awaited.

10. Members requested subjects for discussion

None.

11. Correspondence/communications received

11.1 Freedom of information request (1)

Having taken legal advice it was RESOLVED that Acting Clerk should respond explaining that the refusal already made should stand and that the requester should be informed that 'for the avoidance of doubt, Bourn Parish Council had acted only as intermediary between the complainants and CCC Highways' and that there should be no further consideration. The requested should be advised of their further rights to appeal to the Information Commissioners Office. (Proposed NB, 2nd SJO, unanimous)

11.2 Freedom of information request (2)

Having taken legal advice the council was still not prepared to believe the name supplied by the requester was genuine but suggested meeting with the requester to discuss the matter. It was RESOLVED that Acting Clerk should write to the requester offering such a meeting with the Chairman at the earliest opportunity, with a selection of dates made available before the end of the month. This could be either at the Village Hall one evening or on neutral ground by arrangement during the day. (Proposed NB, 2nd SJO, unanimous)

12. Planning and tree works applications and any related matters

12.1 Planning applications

12.1.1 S/1137/19/FL and S/1138/19/LB – 32 Alms Hill – Single storey side extension replacing lean-to, two storey bay windows to side, conservation roof lights to serve stairs and en-suite, side extension to existing garage, alterations to garden and parking layout, and 1.8 metre boundary fence - RESOLVED 'no recommendation' (Proposed LR, 2nd NB, unanimous)

12.1.2 S/1401/19/VC – Bourn Golf and Fitness Club, Toft Road – Variation of conditions 2 (approved plans) and 6 (materials) of planning permission S/2465/11 for four chalets – RESOLVED to object until clarification received from SCDC over the amount of time passed since permission was granted without any apparent work being started. (proposed LR, 2nd NB, unanimous)

12.1.3 S/1451/19/FL – New Zealand, Toft Road – Demolition of existing outbuilding. Single storey side and rear extensions – RESOLVED 'no recommendation' (Proposed AB, 2nd NB, unanimous)

At this point Cllr Ritchie declared an interest in the following application as a neighbour and left the meeting.

12.1.4 Late application S/1615/19/FL – King Alfreds House, 16 Riddy Lane – Deconstruct and remove existing workshop/store and build on a and a half storey dwelling – RESOLVED to object for the following reasons – overdevelopment within the conservation area, within the curtilage of a listed building, and out of keeping with adjacent properties. (Proposed AB, 2nd LR, 4 for, 1 abstention)

Cllr Ritchie returned to the meeting.

12.2 Tree works applications

12.2.1 S/1467/19/TC – 28 Riddy Lane – T1, ash, fell to ground level as outgrown location due to proximity to adjacent building – RESOLVED no response required – Council's tree warden comments that tree is not visible from road.

12.2.2 Late application S/1665/19/TC – Brook Cottage, 158 Caxton End - T1 - To protect the house from shading and possible root damage and due to the close proximity to the house - One conifer fell to ground level and grind stump. T2 - Elm Tree - Due to the Elm Tree encroaching onto the driveway and leaves dropping onto cars - Fell to ground level. T3 - Dead Elm - Due to the Elm Tree's condition - Fell to ground level – RESOLVED no response required – Council's tree warden accepts T1 and T3. T2 is not of sufficient size to be considered.

12.3 SCDC planning decisions and appeal notices – to note

None

13. Finance, procedure and risk assessment

13.1 Financial report and payment of bills

The financial report was received and considered. Agreed that all invoices, financial statements and bank

statements be checked at the end of the meeting by two signatories before the payments are set up for BACS payment by the Acting Clerk.

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 AB, unanimous)

As per financial statement

| | | | | | | |
|------------|------|-------------|--|-------------------------|-----------------------------|--------|
| 2019-05-15 | BACS | | | MERRYBOURN | S137 GRANT | 240.00 |
| 2019-05-15 | BACS | | | BOURN COFFEE CLUB | S137 GRANT | 250.00 |
| 2019-05-15 | BACS | 856 3360 14 | | BUCHANS | GROUNDS MAINTENANCE | 594.90 |
| 2019-05-15 | BACS | 216 8645 91 | | LES ROLFE (PRINTERINKS) | CLERK'S STATIONERY EXPENSES | 42.80 |
| 2019-05-15 | BACS | | | CANALBS | INTERNAL AUDITOR | 179.80 |
| 2019-05-15 | BACS | 770 2974 14 | | WRIGHTS MOWER CENTRE | STRIMMER FOR ALLOTMENTS | 180.00 |
| 2019-05-15 | BACS | | | WAVE | PAVILION SEWERAGE | 84.31 |
| 2019-05-15 | DD | | | CAMBRIDGE WATER | PAVILION WATER | 23.06 |

Late invoices

| | | | | | | |
|------------|------|-------------|--|--------------|------------------------|--------|
| 2019-05-15 | BACS | | | CAPALC | DATA PROTECTION SCHEME | 50.00 |
| 2019-05-15 | BACS | 890 3455 11 | | DAVID BRACEY | PLAY INSPECTIONS | 210.00 |
| 2019-05-29 | DD | 778 6037 85 | | O2 | CLERK'S PHONE | 27.06 |

13.2 Withdrawal of S137 Grant application for Allotment Association

As the council has statutory powers to provide, and provide for, allotments an S137 grant should not be used to provide necessary equipment. It has therefore not been paid. The council will therefore purchase the strimming equipment requested for the Allotment Association.

13.3 Banking arrangements

The balance from the Lloyds deposit account has now been transferred to the new Nationwide deposit account where a better rate of interest will be payable. It was suggested that, in order to keep reserves at the correct level of approximately one year's expenses, that this could be topped up to the precept amount each year. With the resignation of Cllr Bruce it will be necessary to add another councillor to the signatories for each account. It was agreed that Cllr Stutchbury would be added. Acting Clerk was tasked with completing the relevant mandates for the bank accounts. In light of the fact that the new parish clerk will also need to be added to the Lloyds current account in order to initiate BACS payments it was agreed that it would be easier to add both signatories at the same time in June.

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

None.

13.5 Consider the Internal Auditor's report

The report from the Internal Auditor was discussed. The recommendations for revisions of the details on the asset lists and an improved report system for the play areas and equipment will be put in place. Minor additions to detailed information in the minutes will be made in future. The general report was more than satisfactory given the fact that the clerk had changed three times in one year.

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

It was agreed that the internal control had worked well over the past year and that nothing needed to change.

13.7 Carry out the annual review of -

13.7.1 Standing Orders (new 2018 version), Financial Regulations (updated), Risk Assessment and other policies

A new version of Standing Orders, produced by NALC in 2018 were, with local amendments, adopted by the council. The Financial Regulations were also re-adopted without change. As some of the policies were becoming somewhat dated the Acting Clerk was tasked with checking with CAPALC as to whether there were any newer versions available. The current versions were re-adopted with a view to replacing them if newer versions were available for a future council meeting.

13.7.2 Assets, Insurance Policy and Fidelity Guarantee

The asset list was verified as correct. The revision of information requested by the Internal Auditor would be made as soon as possible. The insurance policy and fidelity guarantee are valid until the renewal date in October 2019 at which time checks would be made on the insured value of the items on the asset list and any equipment added or deleted as required.

14. Member's reports and items which need consideration or are for information only**14.1 Coalition of Parish Councils**

Cllr Jones reported that he was now part of the technical committee on the Local Liaison Forum with regard to discussions on the Cambourne-Cambridge busway with the Greater Cambridge Partnership. The requested direct access from Bourn Airfield Development onto the A428 has not been included in the Supplementary Planning Document due to go before the SCDC Scrutiny next week. The LLF have written to the Secretary of State with regard to the lack of an all-ways junction at Girton from the A428 to the M11.

14.2 Highways

No report.

14.3 Allotments

No report.

14.4 Tree Warden

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

14.5 Footpaths/bridleways

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

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

No additional inspection had been made over the past month as Frank Haxton had accompanied the annual inspection. He has now received an updated quote for the repair parts to the FunRun Trail and the Spring Mobile which is now only half of the original estimate and also now includes the installation costs. It was RESOLVED to accept the latest quote and arrange for the work to be done. (Proposed AB, 2nd NB, unanimous)

14.7 Bourn Parish Council's successes – to note

None.

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 14.8, 14.9 and 14.10 were considered. The minutes from this part of the meeting will remain confidential.

15. Closure of meeting

There being no further business, the Chairman declared the meeting closed at 10.15pm.

Approved

Chairman

Date