



BOURN PARISH COUNCIL

Minutes of the meeting of Bourn Parish Council Wednesday 19 June 2019, 7:30pm in the Village Hall

Present: Councillors: Dr N Blair (Chairperson) Ms S Jagers Ms A Bourne
Mr D O'Brien Mr G Ritchie (9pm) Mr L Rolfe
Mr N Stutchbury (8pm) Mrs M Hutton (Clerk)

Also in attendance: District Cllr Hawkins & 3 members of the public

Comments and observations from members of the public

A member of the public suggested replacing grass verges with wild flowers as this would reduce cutting costs of the grass verges and be more attractive and encourage wildlife

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** Cllr S Jones – out of parish
2. **Declarations of pecuniary interest, dispensations held or requested**

None declared

3. **Approval of minutes of last meeting**

It was resolved that the minutes of the meeting on 15 May 2019 be approved and signed by the Chairperson.

Proposed DO'B, 2nd AB, unanimous

Cllr Stutchbury arrived @ 8pm

The Chairperson brought forward item 5.1, demonstration of website

- 5.1 **Website** – a demonstration from Yowly (Daniel Rice & Alex Hay) was given to meeting showing the layout and functions including pages for local clubs/groups, a report a problem area, ask a question page. Layout was discussed. Responsibilities for website to be on agenda for July meeting.

4. **Matters arising from last meeting/previous meeting**

4.1 **Election of Vice Chairperson** – Cllr Rolfe was elected (proposed DO'B 2nd SJ) – LR to undertake necessary training

4.2 - **Update Councillor's Roles & Responsibilities** – LR to produce updated list, DOB to ask G Nelson to take on monitoring of the brook

4.3 - **Broadway play area fencing & goal** – goalposts and fencing issues were discussed (remove/repair/signage/fencing around area) – awaiting report from Frank re fencing and costs. NB to chase and request alternative options.

It was agreed that Frank undertake repairs to fence and replace spring on gate and a letter to residents to be drafted for consideration at next meeting. (proposed AB 2nd LR)

4.4 - **Update on supplementary questions to Countryside's traffic consultants (SJO, DOB)** – DOB advised access route unchanged from application, SJ & DOB to draft a response for approval at next meeting, DOB asked for this item to be removed from agenda as there is conflicting comments – to be added back to agenda when conflicts have been agreed

4.5 - Assets of Community Value – LR reported that a decision is due by 5th July 2019 and some assets have been withdrawn (Indian restaurant/Doctors/Village shop & Post Office.

4. Reports on the progress of ongoing projects/issues

5.1 Website – This item was brought forward by the Chairperson and is noted below item 3

5.2 Speedwatch – DOB reported that he has completed his training. LR to co-ordinate volunteers. Bourn PC has responsibility for Speedwatch.

Action – LR to be point person with DOB as back up. LR to obtain list of trained volunteers and to report back at July meeting

5.2.1 Community Speedwatch Signage – LR to order signs

5.3 2nd Defibrillator at pavilion – NS reported that this was installed on 6th June 2019 and that it is registered with the Ambulance Service

5.4 Retaining boards at tennis courts – LR reported this has been completed but is £100 over budget

5.5 Contact phone numbers at Jubilee Playing Field – LR reported that the contact numbers have been put up. It was proposed to put more up, two phone number plaques were glued together to correct the contact phone number. One of these has since fallen off and needs replacing. It was proposed to put more up, (proposed NB 2nd SJ)

6. Members requested subjects for discussion – Beaulieu in Chelmsford visit was discussed and DOB would like to attend with SJ also perhaps. Clerk to reply once DOB & SJ have confirmed they are available

7. Correspondence/communications received

7.1 Request to remove resident's name from previous agenda & minutes – LR stated that under data protection this should happen (proposed SJ 2nd DOB) **Action** – LR to remove name

7.2 SCDC Code of Conduct complaint – LR reported that the Code of Conduct against all nine parish councillors received by SCDC had been formally rejected

7.3 S137 Grant application 1st Bourn Scout Group – This was approved by Councillors (proposed NB 2nd SJ)

8. Planning & tree work applications and any related matters

8.1 Planning applications

8.1.1 S/0993/19/FL Meadowcroft, Fox Road - This has been withdrawn

8.1.2 S/1347/19/VC 1 Short Street – LR still awaiting more information on materials to ensure in keeping with surrounding properties, Council objecting on grounds of traffic management plan and Short Street not wide enough for large commercial vehicles. (proposed LR 2nd GR) **Action** - Clerk to raise objection on SCDC website

8.2 Tree Works applications

8.2.1 S/1885/19/TC 140 Caxton End, 3 x dead trees– Tree Warden verified as no problem-accepted

8.2.2 S/1972/19/TP Bourn Hall High Street, yew at front of hall – Tree Warden verified as no problem-accepted

8.2.3 S/1974/19/TC Blue Cottage, Crow End, willow tree – Tree Warden verified as no problem-accepted

8.2.4 S/1975/19/TC 16 Riddy Lane, Norway Spruce – Tree Warden has reported that this should not happen as tree enhances the street, (proposed DOB 2nd GR) **Action** - Clerk to raise objection on SCDC website

8.3 SCDC planning decisions & appeal notices to note

8.3.1 S/4055/18/FL 207 Alms Hill, loft extension – noted

8.3.2 S/1467/19/TC 28 Riddy Lane, Ash tree– noted

8.3.3 S/1054/19/FL 49 Broadway 1.5 storey rear extension– noted

8.3.4 S/1665/19/TC Brook Cottage, 158n Caxton End Conifer & 2 x elm trees– noted

Cllr Ritchie arrived @ 08:50pm

9. Finance, procedure & risk assessment including considering any urgent work required due to health & safety or risk

9.1– Financial report & payment of invoices –

Expenditure for approval as per financial report:-

Date	Method	VAT no.	Payee	Reason	Value £
19/06/2019	BACS		FRANK HAXTON	PLAYGROUND REPAIRS	37.90
19/06/2019	BACS	213 8590 66	ALAN WARD (HARVEY&SON)	WAR MEMORIAL FLOWERS	50.00
19/06/2019	BACS	231 5383 29	BALLINGER CONSTRUCTION	TENNIS COURT SURROUNDS	1980.00

19/06/2019	BACS	856 3360 14	BUCHANS	GROUNDS MAINTENANCE	505.86
19/06/2019	BACS	174 3708 96	AG ELECTRICAL	DEFIBRILLATOR WIRING	114.00
19/06/2019	DD	553 7696 03	SSE SWALEC	PAVILION ELECTRICITY	74.78
19/06/2019	DD	553 7696 03	SSE SWALEC	PAVILION ELECTRICITY	238.46

Late invoices brought to meeting for approval –

Date	Method	VAT no.	Payee	Reason	Value £
19/06/2019	BACS		1 ST BOURN SCOUT GROUP	S137 GRANT	250.00
19/06/2019	DD		CAMBRIDGE WATER	PAVILION WATER	24.19
19/06/2019	DD	778 6037 85	O2	CLERK'S MOBILE PHONE	27.06
19/06/2019	BACS		BOURN VILLAGE HALL	ROOM HIRE	198.00
19/06/2019	DD	536 1533 57	VIKING	STATIONERY	37.78

all agreed (proposed AB 2nd SJ)

9.2 – Banking arrangements – LR reported that Lloyds Bank has been chased and LR will be contacting individuals to arrange changes

9.3– Any matter which is urgent due to H&S and/or use of delegated powers between meetings – none to report

10. Members reports and any items which need consideration

10.1 Coalition of Parish Councils (SJO) – nothing to report

10.2 Highways – DOB reported that applications due by 4th August and a draft application will include Speedwatch, DOB requested information from High Street Improvement, 2nd section should've been completed by now **Action** – Clerk to add to July meeting agenda

10.3 Allotments (LR) – nothing to report

10.4 Tree Warden – report already received and dealt with

10.5 Footpaths/Bridleways – complaints have been received re cyclists & horse riders using the footpaths contact with Peter Gaskin @ County Council needed.

10.6 Play area & equipment inspection – NB advised that a report concerning the memorial concrete steps show they are crumbling, Bourn PC needs to enquire who owns the triangle. NB shared a report suggesting that steps be removed and replaced with grass. (proposed NB 2nd SJ) **Action** – Clerk to try to establish who owns the triangle

10.7 Bourn PC successes to note – new defibrillator in pavilion

(in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of this item of business, the Press and Public to be excluded from the meeting)

10.8 Parish Clerk's contract – discussed in Clerks absence and agreed

10.9 Freedom of Information request – LR reported that legal advice had been obtained and that the response should state that this is a vexatious request and to reject the request, advising that they can complain to ISO. It was agreed to send a response without using the word "vexatious". (proposed SJ 2nd NB) **Action** – Clerk to send rejection email

10.10 Riddy Lane Conservation Area GR reported that paperwork has been sent and reply queries ownership of ditch at bottom of incline, possible £300 saving. **Action** – NS to write letter to County Highways for confirmation of boundary of Riddy Lane/High Street/Church Street (proposed LR 2nd DOB)

(in accordance with the above Act and that the confidential business having been concluded, the Press and Public to be re-admitted to the meeting)

11. Closure of meeting @ 10.40pm