



BOURN PARISH COUNCIL

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

Present: Councillors: Dr N Blair (Chairperson) Ms S Jagers
Mr L Rolfe Mr S Jones
Mrs M Hutton (Clerk)

Also in attendance: Nil

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** Mr G Ritchie, out of parish, Mr D O'Brien, representing parish at other meeting, Mr N Stutchbury 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 19 June 2019 be approved and signed by the Chairperson.
unanimous

4. Matters arising from last meeting/previous meeting

4.1 - Update Councillor's Roles & Responsibilities – to be carried forward to next meeting

4.2 - Broadway play area fencing & goal – NB to check if fence and spring has been repaired, SJA reported that this has been added to the newsletter which is to be distributed 23rd July to all residents. SJO suggested a laminate to be placed on the gate

4.3 - Assets of Community Value – LR reported that the Village shop & Willow Tree have been refused by SCDC to be added to the list but the Village Hall, Jubilee Playing Field, Hall Close Playing area & Sports Pavilion has been added. SJO requested that clarification from SCDC to be sort as to definition of "important assets for village"

Action – Clerk to contact SCDC for definition (proposed NB 2nd SJ)

4.4 – Speedwatch – LR reported that 13 out of 15 volunteers met, LR is now co-ordinator and will be compiling a list of dates and times for the volunteers to carry out speedwatch duties

4.5 – Community Speedwatch signage - LR reported that he will be completing the required paperwork but needs to liaise with County Council. Permission to attach to lampposts may be required from Balfour Beatty

4.6 – Request to remove resident's name from previous agenda & minutes – LR reported that this has now been done

4.7 – Planning S/1347/19/VC 1 Short Street – Clerk confirmed that an objection has been raised with SCDC re traffic management

4.8 – Planning S/1975/19/TC 16 Riddy Lane, Norway Spruce – Clerk confirmed that an objection has been raised with SCDC

4.9 – Footpaths/Bridleways cyclists and horse riders usage – **Action = Clerk to contact Peter Gaskin at County Council** to have signs put in place to remind users that cycles and horse riding is not allowed

4.10 – Play area & equipment inspection ownership of land – Clerk to chase ownership and report back at next meeting
Action = Clerk to chase for response

4.11 – Riddy Lane Conservation Area – to be carried forward to next meeting

5. Reports on the progress of ongoing projects/issues

5.1 Website – SJA,NS,LR attended a meeting (2/7/19) with Yowly and they made some suggestions for discussion; they recommend Siteground as they are a very cost effective service and have good quality customer support for the **Website Hosting**, start up package is £127.44 inc. VAT for a 3 year package – Yowly can open an account on behalf of PC and invoice separately or assist PC to complete. Yowly will need access to account to progress the project.

Domain Name – Yowly carried out price comparisons on behalf of PC and they recommend Namecheap on a 3 year plan for £4.66 per annum (cheaper than our current provider)

Technical Support – Yowly have been charged to look into options for the PC

All these recommendations except setting up email accounts was put forward and agreed (proposed SJ,2ndNB)

6.Members requested subjects for discussion –

6.1 Local Highway Improvement funding – DOB sending application similar to last year with addition of Speedwatch, deadline date is 4/8/2019 (proposed NB,2nd SJO)

6.2 Beaulieu visit – SJA reported that dates were being sorted with DOB & LR to arrange visit

6.3 Wild flower verges – it was recommended to support initial scoping and research exercise and to report back in September meeting (proposed SJA, 2nd SJO)

6.4 Online training course for the Clerk (The Knowledge) – this was agreed for clerk to undertake online training (proposed NB, 2nd SJA)

7.Correspondence/communications received

7.1 email re Phone & Post box, direction signs on B1046 & dead elm tree on Fox Hill – it was agreed that LR will look at Phone Box and possible conversion for PC usage as library/defibrillator and report back at Sept meeting, the clerk will report state of post box to the Post Office and the direction sign to County Council and to ask Tree Warden to look at dead elm tree (proposed SJO, 2nd NB) **Action = LR and Clerk as above**

7.2 email from ICO re FOI not being responded to – LR spoke to ICO and the complaint was received by ICO before the rejection of the FOI was sent – LR & Clerk to deal with ICO and report any findings in due course

8.Planning & tree work applications and any related matters

8.1 Planning applications

8.1.1 S/1787/19/FL Foxton House 37 High Street – this was approved by Councillors (proposed LR, 2nd NB)

8.1.2 S/1451/19/FL New Zealand Toft Road – no objections raised (proposed NB, 2nd LR)

8.2 Tree Works applications

8.2.1 S/1975/19/TC 16 Riddy Lane – Norway Spruce – Clerk to write to SCDC to ascertain why PC not given opportunity to comment **Action – Clerk to write to SCDC tree planning**

8.3 SCDC planning decisions & appeal notices to note

8.3.1 S/2315/19/TC 161 Caxton End - noted

8.3.2 S/1451/19/FL New Zealand Toft Road - noted

8.3.3 S/1054/19/FL 49 Broadway - noted

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 £
17/07/2019	BACS	123 1234 12	Yowly	New website 1 st design	750.00
17/07/2019	BACS		Buchans	Grounds Maintenance	660.45
17/07/2019	DDR		O2 (29/07/19)	Clerk's phone	27.06

Late Invoices:-

Date	Method	VAT No	Payee	Reason	Value £
17/07/2019	BACS		S Jagers	Newsletter printing	97.00
17/07/2019	BACS		M Hutton	Clerk's July salary	505.92

Buchans invoice was incorrect (£660.45) and has been amended to £615.07

Councillors agreed Clerk's salary for August as there will be no meeting in August (proposed NB, 2nd SJA)

9.2- Any matter which is urgent due to H&S and/or use of delegated powers between meetings – LR had emailed SCDC re dangerous tree branch and confirmed that it was removed on Saturday.

10. Members reports and any items which need consideration

10.1 Coalition of Parish Councils (SJO) SJO reported that DOB is attending 1st meeting tonight on behalf of PC, PC has submitted views re airfield, comments on Countryside plan have also been completed, new application plan due Sept/Oct from Countryside. An early morning survey will need to be completed capturing traffic movement from Cambourne through to Hardwick-DOB & SJO to report back in Sept meeting. DOB & SJO attending a meeting in Hardwick 18th July, SJA to explore e-petition on SCDC website. Possible busway report due in Sept from SPD.

10.2 Highways – Internet connection work is for golf club. Clerk to contact County Council re outstanding works to Chapel Hill (top part of hill) **Action = Clerk to contact Mark Howell & report back in Sept meeting**

10.3 Allotments (LR) – nothing to report

10.4 Tree Warden – nothing to report

10.5 Footpaths/Bridleways – nothing to report

10.6 Play area & equipment inspection – Repair works required to wobbly bridge and spring chicken equipment have been ordered with Wicksteeds (original suppliers of equipment). Fencing for enclosing Jubilee play area and the post and rail fencing along the car park need repairing **Action = Clerk to obtain quotes and NB & LR to decide which quote to accept**

10.7 Bourn PC successes to note – DOB emailed Clerk to add Speedwatch campaign

11. Closure of meeting @ 21:10

Approved.....Chairperson

Date.....