



## BOURN PARISH COUNCIL

### Minutes of the meeting of Bourn Parish Council Wednesday 15 January 2020, 7:30pm in the Village Hall

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

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

**Comments and observations from members of the public** – the wild flower/bulb planting was discussed by the Gardening Club and they advised to plant the verges by the gates and that the new wall in Chapel Street was not viable and to let the ivy re grow. The speed of traffic at Caxton End is a concern and an application for a “quiet lane” was rejected by Cambs County Council so would it be possible for a 20mph sign – this will be on agenda for February meeting. The footpath is also a concern as it is covered with wet foliage, resident was advised to report this to CCC. LR advised that BPC is looking into taking over the cutting of grass verges. Resident reported that the streetlights are out and that one is needed by the bridge/Ford. Also that flood signs have not been erected. Resident has reported this to the Police and has a case number. Resident also advised to report lighting to CCC and that signage is the responsibility of Highways. Resident also advised us that they are replacing trees and hedging themselves.

**Action = Clerk to report flooding signage to Mark Howell**

#### 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. Cllr Hawkin advised that the tree vouchers are available for a short period of time. Also reminded BPC of the new planning demonstrations available. Cllr Hawkin also reiterated the Great Cambridge Local Plan dates and there will be 22 roadshows run jointly by SCDC and CCC. Cllr Hawkin advised 18<sup>th</sup> February is “the big debate” date but that we must register by 20<sup>th</sup> January in order to attend. Cllr Jagers asked why Bourn Airfield letter took so long to be posted after date of letter and was advised that the delay was due to Christmas – **Action = SJA will put letter on website.** Cllr Hawkin attended a presentation by Highways regarding the transport issue, there is no reliability on the figures used by Countryside. The LHR panel has been cancelled and will be re-arranged. SJO arrived at meeting at 8pm

1. **Apologies for Absence** DOB & NS 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 20 November 2019 be approved and signed by the Chairperson.

Proposed LR, 2<sup>nd</sup> SJA, unanimous

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

- 4.1 - 4.4 - **The Sports Club & Water Leak**, It was agreed that the electrician will install lights to side of building up to a cost of £500. Action = Clerk to organise new lights – Clerk advised that electrical test is to be carried out on 28<sup>th</sup> January and light will be either repaired or replaced
- 4.2 - 4.6 - **Play Area & Equipment Inspection** – The public footpath was looked at by Peter Gaskin of CCC and he liaised with the owner of Lalbach Restaurant. It was agreed that SJO would speak to the owner of the restaurant regarding the stability of the wall. SJO confirmed he had spoken to the owner and action will be taken. **Action = Clerk to respond to P Gaskin with regards to H&S of residents should an accident occur on the footpath.** Clerk



confirmed this had been reported to P Gaskin The Sports Club will refix nets but a new bracket may be needed. The Hall Close goal nets are to be removed. Action = Clerk to liaise with Frank Haxton. This has been completed.

- 4.3 - 6.1 - Adult outdoor fitness equipment request at one of the play areas (LR) – Action = Clerk to investigate of cost of equipment and report back at January meeting. Clerk reported costs of approx. £5000 for 3 pieces of equipment and it was decided to take no further action at this time**
- 4.4 - 6.3 - PFHIs for traffic calming and/or other road safety considerations (LR) – LR reported that we could undertake this work ourselves but Highways have to agree, suggested a one-off increase in Precept to cover costs (approx. £20,000). NB queried % increase allowed. LR replied that there is no maximum to the % increase that Parish Councils can implement. DOB stated that LHI funding can be linked in. Action = Clerk to send up to date figures to NB & LR to look at budget over Christmas. Clerk confirmed that spreadsheet had been sent across**
- 4.5 - 6.4 - Motion in support of the Local Electricity Bill – DOB to gather more information – to be carried over to February agenda**
- 4.6 - 6.6 - Closure of facilities at Bourn Golf Club (DOB) – concerns raised over closure of facilities, Action = DOB to draft letter for Clerk to send - to be carried over to February agenda**
- 4.7 - 6.7 - Response to Tony Gardner on PC's response to speeding traffic (DOB) – DOB will respond to resident advising of latest initiative (Update to the Local Highways Initiative Grant) - to be carried over to February agenda**
- 4.8 - 6.8 - Chat seats offer simple solution to loneliness – SJA raised issue and suggested a trial using an existing bench. Action = SJA to report back at January meeting with photos and more information – SJA confirmed there was no further information and that the existing benches are already being used so no further action at this time**
- 4.9 – 6.10 - Sports Club tree works quotes – concerns over the amount of pollarding required. Action = Clerk to arrange meeting at Sports Club with SJA, NS and Tree Warden and report in January for decision – Clerk confirmed that the meeting had taken place and that new quotes for amended works had been received. It was agreed that Anglia Landscaping would carry out the work (proposed NB, 2<sup>nd</sup> LR)**
- 4.10 – 6.12 - Cambridgeshire and Peterborough Against Scams Partnership (CAPASP) – this was discussed. Action = Clerk to obtain further information for January meeting. It was agreed to take no further action as there could be a “Wi-fi Wednesday” set up and would cover this topic**
- 4.11 – 6.13 - Skateboard half pipe quote (MH) – The quote from RPM was agreed, (proposed NB, 2<sup>nd</sup> SJA) Action = Clerk to liaise with Frank Haxton and obtain photos and report for January meeting – Clerk reported that Frank Haxton was not satisfied with investigation works and that a new quote would be needed – Action = Clerk to obtain new quote**
- 4.12 – 6.16 - Wi-Fi Wednesdays/Tech Thursdays (NS/LR) – NS suggested a community scheme to help residents with IT queries. Possible trial period monthly for 3 months, NB volunteered to help. DOB suggested “Meet UP” scheme and will send link to NS. Action = NS to approach Yowly for more information and report back in January meeting. This is to be carried forward to February meeting (NS) and LR will speak to Girton Computer Club, held at their local Community Centre who meet 1 evening a week and will report back findings**
- 4.13 – 10.5 - Footpaths/bridleways – the area where the War Memorial steps have been removed needs grass seeds sowing. Frank also reported concerns over the safety of pedestrians on angled road to High Street. Action = NB to respond to Frank Haxton to look at safer options. **NB asked for this to be taken forward to February meeting****
- 4.14 - 10.6 - Play area and equipment inspection, Picnic Table at Sports Club (broken and rotten timbers) **Frank to remove and Clerk to obtain quote for replacement (possible use Chest Community Fund)** Clerk obtained a quote from Glasdon for a replacement bench but due to the damage of the existing Glasdon bench, Clerk was asked to obtain quotes for a wooden bench. Action = Clerk to obtain quote and contact Glasdon re damage**
- 5. Reports on the progress of ongoing projects/issues**
- 5.1 Website – SJA confirmed that new website was up and running before Christmas with some minor teething problems to iron out. Clerk to obtain a few hours training. Meeting between SJA, LR, NS and the Clerk to establish responsibilities. Action = Clerk to arrange meeting**
- 6. Members requested subjects for discussion –**
- 6.1 No Expressway Group email (LR) – LR reported that no further action is required at this time**



- 6.2 Broadway Play area fencing quote (NB) – LR suggested cementing the goal posts in place and to put a fence at back of net only as cost of fencing whole area is £6000. **Action = SJA & NB to arrange meeting with Frank Haxton to look at options**
- 6.3 SCDC Planning Dept software demo days (MH) – Clerk & LR to attend demonstration on 27<sup>th</sup> January 2020
- 6.4 RPM skateboard half pipe repair quote (MH) – see note 4.11 above
- 6.5 3 x Free trees email from SCDC (MH) – Clerk reported deadline for applying is 14<sup>th</sup> March and vouchers must be used by 31<sup>st</sup> March. SJA updated BPC on wildflower verges planting and advised that seeds of native British wildflowers were recommended. No cutting would be needed in the 1<sup>st</sup> year. LR & SJA to meet Buchans re cutting verges and financial viability. SJA was advised to spray the area identified before planting and this would be discussed with Buchans at the meeting. SJA advised that the cost of the flower seeds would be small (approx. £150) and to be included in the budget. **Action = SJA & LR to arrange meeting with Buchans**
- 6.6 Town & Parish Council peer learning event (LR) – LR confirmed no further action is required at this time
- 6.7 Small Grant Application from Merrybourn (SJO) – SJO confirmed that Merrybourn has applied for £240 and this was agreed from the new year's budget (proposed SJA, 2<sup>nd</sup> LR)
- 6.8 Annual Play Inspections April 2020 – It was agreed to use David Bracey Play Safety Inspections to carry out the annual inspection at a cost of £210 (proposed NB, 2<sup>nd</sup> SJA)
- 6.9 Speed watch & signage (LR)- LR reported that Speed watch will resume in February, LR confirmed that the necessary application forms will be submitted 1<sup>st</sup> February in order to use the lampposts identified for the signage

## **7. Correspondence/communications received**

- 7.1 none received

## **8. Planning & tree work applications and any related matters**

### **8.1 Planning applications**

- 8.1.1 **S/4080/19/E2 Bourn Airfield Development, Consultation on request for a formal Scoping Opinion made under the EIA Regulations 2017.** SJO confirmed that an extension had been agreed and a meeting Caldecote & SCDC Planners is to take place to answer questions on traffic flow. SJO advised meeting that the preferred busway is due to be published 16<sup>th</sup> January with a local liaison meeting on the 27<sup>th</sup> January. There is also a need to watch for the train route options. NB suggested that the Planning Committee should arrange a meeting to discuss further
- 8.1.2 **S/4229/19/LD, David Ball Group, Bourn Airfield, St Neots Road, Bourn, Cambridgeshire, Certificate of Lawful Development for and existing development for four silos (2 x 45m3 silos and 2 x 12m3 silos)-no comment**
- 8.1.3 **S/3440/18/OL, Bourn Airfield, St Neots Road, Bourn, Cambridge, CB23 2TQ, Outline planning permission for a new mixed use village comprising residential development of approximately 3,500 dwellings; mixed uses comprising employment, retail, hotel, leisure, residential institutions; education, community facilities, open space including parks, ecological areas and woodlands, landscaping; engineering for foul and sustainable urban drainage systems; footpaths, cycle ways, public transport infrastructure; highways including a principal eastern access from the roundabout on St Neots Road and western access with Broadway including first section of strategic public transport route; associated infrastructure, groundworks and demolition; with all matters reserved except for the principal highway junctions from the St Neots Road roundabout and onto Broadway with some matters reserved except for access. This application is subject to an Environmental impact assessment.**
- 8.1.4. **S/4230/19/FL, Winthrop, Broadway, Bourn, CB23 2TA, Link between the main dwelling and playroom to the rear – no comment (proposed SJA, 2<sup>nd</sup> LR)**
- 8.2 **Tree Works applications**
- 8.2.1 **S/4149/19/TC, Damson Tree at 36 Caxton and an Apple Tree at Little Beck, 32, Caxton End, Bourn, Cambridge, CB23 2SS, (T1) Damson (belonging to Mr & Mrs McFarlane, 36, Caxton End, Bourn) - cut back to fence line to reduce the risk of stem failure. (T2) Apple - pollard stem heading toward the left hand boundary (looking from the house) to 3 meters in height to maintain this tree in its current location. - Tree warden noted**



- 8.2.2 S/4153/19/TC, View Farm, 93, Caxton End, Bourn, Cambridge, Cambridgeshire, CB23 2SS, T1 - Pine, Remove T2 - Chestnut, Remove. Note for PC from Trees Assistant – Only the Chestnut tree is in the Conservation Area. The Pine at the back is not protected. - Tree warden noted**
- 8.2.3 S/4329/19/TC, Tree near the Ford on the green in Caton End Lane nearest address 165 Caxton End CB23 2ST, 5 day notice from Parish Council to remove dead tree near ford in Caxton End - Tree warden noted**
- 8.2.4 S/0069/20/TP, Brambles, 1 Fox Road, Bourn, CB23 2TU, 5 day notice to top tree to 3m-partial tree failure due to high winds on 13 Jan 2020 – Tree warden noted**
- 8.3 SCDC planning decisions & appeal notices to note**
- 8.3.1 S/4088/19/FL, 8, Meadow Rise, Bourn, Cambridge, CB23 2TG, Single storey front and rear extensions and garage conversion. Comment: will there be sufficient off-road parking space without the garage. - noted**
- 8.3.2 S/3743/19/OL, Monica, Old North Road, Bourn, Cambridge, Cambridgeshire, CB23 2TZ, The Council hereby refuses permission for Outline planning permission for the erection of one and half storey detached dwelling and double garage with all matters reserved - noted**
- 8.3.3 S/1787/19/FL, Foxton House, 37 High Street, Bourn, Cambridge, Cambridgeshire, CB23 2TR, The Council hereby refuses permission for Change of use from playroom/home cinema to bedsit - noted**
- 8.3.4 S/3996/19/LD, 167 Alms Hill, Bourn, CB23 2SZ, Certificate of lawful development for proposed new external doors, windows and create of new rear external terrace - 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 approved at last/previous meeting or between meetings:-**

Nutcombe Cambridge Ltd	Alms Hill water leak	-1329.60	BACS
Michele Hutton	Clerk Dec 2019 salary	-742.03	BACS
CAPALC	Clerk training	-75.00	BACS
Viking Direct	Clerk stationery	-37.19	BACS
Alarm Maintenance	Pavilion annual alarm test	-104.40	BACS
A Ward	Flowers for war memorial	-34.10	BACS
O2	Clerk's mobile phone Dec 2019	-27.06	DDR
Cambridge Water	Pavilion water&sewerage	-792.20	DDR
SSE	Pavilion electricity charge	-92.66	DDR
SSE	Pavilion electricity charge	-13.56	DDR
CAPALC	Clerk Finance training	-75.00	BACS
CAPALC	Clerk VAT training	-40.00	BACS
		<u>-3362.80</u>	

**Expenditure for Approval:-**

HMRC	Clerk Tax & NI	-151.46	BACS
HMRC	Clerk Tax & NI	-94.60	BACS
HMRC	Clerk Tax & NI	-159.70	BACS
Michele Hutton	Clerk salary Jan 2020	-610.78	BACS
Cambridge County Council	Street Lighting Oct18-Sep19	-2053.51	BACS
Buchans	Grounds maintenance (Nov)	-385.96	BACS
Yowly	Website set up	-1147.88	BACS
BJ White	Steel net supports-Sports Grnd	-158.34	BACS
Reids Playgrnd Maintenance	Skate Ramp inspection	-480.00	BACS
Nutcombe Cambridge Ltd	Pavilion tap repair	-31.80	BACS
O2	Clerk mobile phone Jan 2020	-27.06	DDR
CAPALC	L Rolfe chairman training	-50.00	BACS
		<u>-5351.09</u>	

(proposed NB, 2nd SJO)

NB

- 9.2 Any matter which is urgent because of risk or health and safety and/or the use of delegated powers between meetings
- 9.3 Budget setting and Precept – The budget for next year was discussed and it was agreed to increase the precept by 15% to allow various traffic calming projects to be taken forward (proposed SJO, 2nd SJA, unanimous)..

**Action = Clerk to send response to SCDC and to obtain the loan balance**

**10. Members reports and any items which need consideration**

- 10.1 Coalition of Parish Councils (SJO) – nothing to report
- 10.2 Highways – completion of 2<sup>nd</sup> phase of High Street verge – nothing to report
- 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 and equipment inspection – Frank Haxton reported the nets to miniature goals need replacing at hall Close Playground – **Action = Clerk to obtain quote**
- 10.7 Bourn Parish Council's successes to note – the new website is up and running

**11. Closure of meeting @ 10.30pm**

Approved..... N Bk .....Chairperson Date..... 19 Feb 2020 .....