



BOURN PARISH COUNCIL

Minutes of the meeting of Bourn Parish Council Wednesday 20 November 2019, 7:30pm in the Village Hall

Present: Councillors: Dr N Blair (Chairperson) Ms S Jagers
Mr D O'Brien Mr L Rolfe
Mr N Stutchbury (20:10) Mrs M Hutton (Clerk)

Also in attendance: 1 District Councillor

Comments and observations from members of the public – 1 who enquired about the access from the new Airfield Development with concerns about traffic entering the Broadway. DOB responded that the meetings were ongoing and that we were pushing for another junction onto the A428 which was rejected but that they were trying to ensure no left turn from exit road. DOB advised that residents will be updated after a meeting to discuss concerns with SCDC, Knapwell and Bourn PC. They will be looking other options and how to ensure compliance by road users after rejection of another exit onto A428. Resident offered DOB large drawing showing exit which DOB accepted.

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 highlighted that funds were available under Community Chest Grant for small projects up to £1000, 1st come, 1st served and meetings are held monthly. Cllr Hawkins reported that the merger of CCC & SCDC Planning Depts have been delayed until February 2020, DOB asked if there were going to be dedicated Planning Officers for areas and Cllr Hawkins replied that the staff will be interchangeable. Cllr Hawkins also advised that all meetings have been cancelled due to the General Election and will be re-arranged in the New Year
Basil Jaques was co-opted onto the Parish Council

1. **Apologies for Absence** - none
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 October 2019 be approved and signed by the Chairperson.

Proposed DO'B, 2nd LR, unanimous

4. Matters arising from last meeting/previous meeting

4.1 - 4.3 Chapel Hill Footpath – NS is waiting for a reply from Gardening Club re help with bulbs/flowers between railings. NS also reported that the railing has ivy on the right side and there may be possible damage or need cleaning

4.2 - 6.1 Wildflower Verges – LR reported that Cambridge County Council (CCC) cut the verges and are happy to pass this responsibility to BPC for bulbs/flowers to be planted. LR has spoken to Buchans re cutting our verges (CCC pay £1500 annually). SJA reported that 4 verges have been chosen and will liaise with Anne Devonport re planting, cost is approx. £50. The verges will need cutting in late summer (maximum cutting twice a year) but it is important for Buchans to remove the cut grass for wildflowers to grow. The areas chosen are Gills Hill, Pony field towards High Street, Riddy lane and Broadway. LR to check Buchans has correct equipment and to obtain costs-LR has map of where CCC currently cut grass. (proposed NB, 2nd SJO)

4.3 - 6.3 S137 Grant application – Clerk confirmed school has been sent response declining grant

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4.4 – 9.3 The Sports Club & Water Leak – Clerk confirmed water leak has been resolved. Clerk has arranged for all safety checks to take place and the drain cover has been repaired. A fire extinguisher and sign has been purchased. 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** (proposed SJA 2nd DOB)

4.5 – 10.1 Coalition of Parish Councils (SJO) – (Bourn Airfield Development) DOB confirmed a meeting was being held next Monday with Mike Huntingdon and SCDC re mitigation of traffic. DOB to feed back at next meeting

4.6 – 10.6 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. **Action = Clerk to respond to P Gaskin with regards to H&S of residents should an accident occur on the footpath.** 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**

5. Reports on the progress of ongoing projects/issues

5.1 Website – NS reported that Yowly have completed the development of the website with populating the content outstanding. There are some teething problems with parameters and the workload. SJA offered to undertake some work on populating the content over the course of the next few days. There are some biographies and photographs still to be completed. It was agreed to go live on 6th December 2019 and SJA will contact Yowly to advise of this date.

6. Members requested subjects for discussion –

- 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
- 6.2 Update on attaching MVASs to lampposts (and a way round the problems) and confirm order/purchase the MVAS sign. (LR)** - LR confirmed that the paperwork had not been sent to CCC/Balfour Beatty as four of the lampposts are not theirs but SCDC for which we pay the bills so we will start with those
- 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**
- 6.4 Motion in support of the Local Electricity Bill** – DOB to gather more information
- 6.5 Update to the Local Highways Initiative Grant (DOB)** – DOB reported that a narrowing of the road, southbound by 30mph sign, into the village was discussed at a meeting with Victoria Bailey & Mark Howell and it was on the list. DOB also said that there was a good case for this measure and an optimum solution. NS asked if gates would be installed. DOB replied that Highways will make suggestion on the best solution but a contribution of £1500 is required but increase to 20% would be better. (proposed SJA, 2nd LR)
- 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**
- 6.7 Response to Tony Gardner on PC's response to speeding traffic (DOB)** – DOB will respond to resident advising of latest initiative (see 6.5 above)
- 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**
- 6.9 Sports Club legionella testing process and risk assessment** – Frank Haxton agreed to undertake this work and to liaise with Sport Club
- 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**
- 6.11 FOI IO response (MH & LR)** – MH & LR reported that the ICO have closed the case with no consequences for Bourn Parish Council
- 6.12 Cambridgeshire and Peterborough Against Scams Partnership (CAPASP)** – this was discussed. **Action = Clerk to obtain further information for January meeting**

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- 6.13 Skateboard half pipe quote (MH)** – The quote from RPM was agreed, (proposed NB, 2nd SJA) **Action = Clerk to liaise with Frank Haxton and obtain photos and report for January meeting**
- 6.14 Precept and budget** – Councillors to email suggestions, cost of War memorial wreath to be added to budget annually, NB & LR to meet over Christmas to discuss budget and report back in January meeting
- 6.15 War Memorial Wreath** – it was unanimously agreed to add this to the agenda every September for ordering and delivery of wreath in time for Remembrance Day
- 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**

7. Correspondence/communications received – none

8. Planning & tree work applications and any related matter

- 8.1 Planning applications**
- 8.1.1 S/3285/19/DC 1, Short Street, Bourn, Cambridge, CB23 2SG** Discharge of Conditions 4a & 4b (Materials) and 5 (front dormer Plans) – no objections (proposed NB, 2nd LR)
- 8.1.2 S/3743/19/OL, Monica, Old North Road, Bourn, Cambridge, Cambridgeshire, CB23 2TZ,** Outline planning permission for the erection of one and half Storey Detached Dwelling and Double Garage with all matters reserved. - no objections (proposed NB, 2nd DOB)
- 8.1.3 S/3835/19/RM, Land To The West, Grafton Drive, Highfields Caldecote, Caldecote,** Approval of matters reserved for appearance, landscaping, layout and scale following outline planning permission S/2764/16/OL for residential development of up to 58 dwellings with associated infrastructure, landscaping and public open space. The outline application was not subject to an Environmental Impact Assessment (EIA). - no objections (proposed DOB, 2nd LR)
- 8.2 Tree works applications**
- 8.2.1 S/3597/19/TP TPO Trees** located along the East side of A1198 at Longstowe Hall Estate, Old North Road, Longstowe, Cambridge, Cambridgeshire, CB23 2UH No objection raised by Tree Warden - noted
- 8.3 SCDC planning decisions and appeal notices – to note**
- 8.3.1. S/2439/19/FL, Bourn Golf Club, Toft Road, Bourn, Cambridge, Cambridgeshire, CB23 2TT,** withdrawal notice re 20 Bay golf driving range, two teaching bays, cafe, kitchen, office, ballwash and floodlighting - noted
- 8.3.2 S/2514/19/FL, 149, Caxton End Bourn Cambridge Cambridgeshire CB23 2ST,** decision notice noted
- 8.3.3 S/3059/19/FL, 21, Riddy Lane, Bourn, Cambridge, CB23 2SP,** decision notice 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 –

HMRC	Clerk's Tax & NI	-90.07	BACS
Anglian Drainage Ltd	Pavilion drain cover repair	-390.00	BACS
O2	Clerk's mobile phone (Nov)	-27.06	DD
Buchans	Ground maintenance (Oct)	-450.42	BACS
CAPALC	Clerk's Finance training course	-75.00	BACS
CAPALC	Clerk's VAT course training	-40.00	BACS
Michele Hutton	Clerk's salary (Nov)	-626.98	BACS
Viking Direct	Pavilion fire extinguisher and sign	-23.62	BACS
Allotment Association	Rent	1.00	
Total		1722.15	

The financial report was accepted, and payment of invoices was approved, the set up of a direct debit to HMRC for Clerk's tax & NI was agreed (proposed LR, 2nd NB)

9.2– Any matter which is urgent due to H&S and/or use of delegated powers between meetings

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10.Members reports and any items which need consideration

- 10.1 Coalition of Parish Councils (SJO) - nothing to report
- 10.2 Highways – already covered in 6.3
- 10.3 Allotments (LR) – LR reported that there has been a change of allotment users
- 10.4 Tree warden – nothing to report
- 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**
- 10.6 Play area and equipment inspection – Franks' report was discussed – BMX Trail (ground erosion and holes) Buchans instructed to repair – Half Pipe Skate Board RPM quote agreed for survey to establish cause of flooring panel loose and screws not holding – Hurricane Swing (ground beneath swing sunken) Frank to draft spec for Clerk to obtain quotes – Picnic Table at Sports Club (broken and rotten timbers) **Frank to remove and Clerk to obtain quote for replacement (possible use Chest Community Fund)**
- 10.7 Bourn Parish Council's successes – nothing to report

11.Closure of meeting @ 10:10pm

Approved.....*N BL*.....Chairperson

Date.....*15 Jan 2020*.....