



## BOURN PARISH COUNCIL

### Minutes of the meeting of Bourn Parish Council Wednesday 15<sup>th</sup> July 2020, 7:30pm online via Zoom

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

**Also in attendance:** 1 District Councillor

**Comments and observations from members of the public** – none

**Reports from County and District Councillors** – reports had been distributed previously for all members to read. There was a discussion concerning Bourn Airfield Development and the implications of the busway not happening. No further update on how this will affect BAD

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 17 June 2020 be approved and signed by the Chairperson.

Proposed DO'B, 2<sup>nd</sup> LR, unanimous

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

4.1 4.4 & 10.1 War memorial and surrounding area, Photos to be taken of area and current damage and to contact CCC for further advice – Cllr LR to take photos and contact Highways re bollards. LR confirmed Highways have agreed to BPC installing bollards on triangle of land. Highways to be asked if 2 bollards on each corner is needed. It was agreed that the Clerk contacts Cambourne Town Council for cost of installing bollards in concrete and a working party consisting of LR,SJA,DOB,NS be set up with a delegated total spend of £1700. (Proposed NB, 2<sup>nd</sup> SJO)

4.2 4.5 & 6.3 Grass verge cutting with Buchans – Clerk to ask Buchans for a schedule for dates of when cutting to happen – Cllrs agreed for the verge to be cut regularly, Clerk to ask Buchans for schedule of works. Cllr SJA to contact Plant Life to see if wildflower seeds will germinate in the Autumn or if the process must be started again after late delivery from supplier. Clerk to ask supplier for refund due to late delivery. Clerk emailed residents to confirm verge will be cut – SJA waiting for grass cutting schedule from Buchans and will upload to website once received. It was agreed that re-seeding of wildflowers will be carried out in September and Buchans to prepare the ground and seed (Proposed DOB, 2<sup>nd</sup> NS)

4.3 4.6 & 6.8 Cycle Path – Cllrs BJ & NS to follow up with possibility of old railway track – Cllr BJ contacted M Howell who will support PC but costs could be high due to electric cables. Cllr BJ to liaise with Cllr NS to complete online application – NS confirmed contact had been made with both District Councillors. NS to return call to DC Howell. Government funding grants available for existing cycle paths and not new so NS to contact Camcycle. LR informed the PC that SCDC advised cost of between £34000 & £45000 for every 80 metres for new cycleway. **ACTION= NS to call DC Howell and Camcycle and to report back at September meeting**

4.4 4.7 & 6.9 Streetlighting proposed consultation – deferred from previous meeting – residents of western end of Caxton End requested support from BPC to facilitate a discussion and vote among residents on whether to change the current street lighting (for example, style of street lighting or no lighting). The discussion concluded that SCDC & CCC should be consulted first. Clerk will contact Mr Nelson to obtain a copy of the proposed voting paper. Cllr SJO will liaise with Mr Nelson and with CCC & SCDC once residents' preference is known. It was also agreed that a whole village consultation may be needed – SJO spoke to G Nelson to discuss proposals for design of lighting or no lighting and it was agreed G Nelson to formulate a proposal letter for properties in lower Caxton End be sent to SJO for approval. SJO also confirmed that BPC will not back or deny any proposal. LR confirmed that SCDC are continuing their replacement lighting except that part of Caxton End. **ACTION = SJO to report back progress at September meeting**

4.5 6.2 Traffic Calming measures project report (DOB) – Cllr DOB will upload document to website once all information has been received. Cllr NB advised Cllr DOB of online mapping service which could be useful – DOB confirmed report has been uploaded to website

4.6 6.6 Sports Club request for various taps, water fountain and urinal water leakages to be repaired/improved – Cllr NB tasked Frank Haxton (FH) to investigate and report back. The request for a water fountain will not go ahead at present due to Covid-19. Cllr LR suggested using Uniplumb in Caldecote to be used for any work. Cllr DOB to liaise with FH and reply to the Sports Club – DOB met with FH and as facilities are not used much there is no need to carry out the requested improvements, showers used as storage and PIR flushing. SJA reported FH findings back to Sports Club. Water bills were also queried by Sports Club and after investigating 3 years of bills it was found that the readings were estimated with an overpayment of £452 of which 70% will be refunded to Sports Club. It was agreed that monthly readings to be taken by Sports Club and emailed to Clerk. **ACTION = SJA to ask Sports Club to read meters monthly and Clerk to investigate cost of new manhole cover or remote handheld meter reader**

4.7 7.3 Is Bourn PC going to declare a climate emergency in line with the Government, SCDC, CCC and other PC's. Resident willing to set up an Environmental Committee to engage with the local community on initiatives and to drive forward – Cllr DOB to investigate process and report back at next month's meeting – DOB spoke to Hattie Emerson and advised PC of need to have an acknowledgement/policy on website with ratification (traffic calming/wild flower seeding etc) **ACTION = DOB to draft an acknowledgement, inform Hattie Emerson and report back at September meeting**

4.8 7.4 Cycles on Footpath – Mr Ward reported that he has placed a "no cycles" sign on the footpath at 167 Caxton End as kissing gates are being damaged – Cllr NB confirmed signs have been installed at either end of footpath. Clerk to inform CCC of signage

4.9 7.5 Request from Terry Jones to reinstate the BMX Trail, carrying out the work himself. a plan has been submitted – FH to contact TJ to for drawings and costings and report back – NB informed PC that FH requested specification which was not structurally sound, There would also need to be a form of separation between BMX Trail and rest of play area. Quote for 120m of track (tarmac) in region of £30,000. **ACTION = NB to inform Terry Jones not feasible now and to look for grants. DOB to take photos of Trumpington BMX Trail and to look at FCC or Wren for grants**

## 5. Reports on the progress of ongoing projects/issues

**5.1 Website** –The National Association of Local Councils (NALC) has released a publication "Website accessibility requirements". There is a requirement to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities and include impaired vision, motor difficulties, cognitive impairments or learning disabilities, deafness or impaired hearing. A working party will meet to discuss and report back at the next meeting. NS confirmed Yowly had offered to investigate this for the PC. DOB suggested that Yowly look at options for users i.e. increasing font size etc. **ACTION = NS to report back findings at September meeting**

## 6. Members requested subjects for discussion –

6.1 Traffic Calming Consultation (SJA) – SJA carried out additional work and sent results to all Cllrs and consultation on website. Church magazine will also have a link on their website and in their next newsletter (August) of the findings and next steps

6.2 Councillors Roles & Responsibilities & Terms of Reference for Working Groups & Committees (NB) – Roles & Responsibilities were reviewed and updated **ACTION = Clerk to amend list accordingly and upload to website**

- 6.3 Climate Change Declaration documentation – see 4.7
- 6.4 Camcycle proposal – Spaces to Breathe (DOB) – DOB received an email from Hardwick which proposed to close the old A428 to cars which would mean all traffic would leave Bourn via Toft. **ACTION = SJO to organise working group to investigate and report back at September meeting**
- 6.5 Replacement trees Riddy Lane/Baldwins Close -dead elm tree reported to SCDC (LR) – Highways agreed to remove dead elm tree and to replace as they owe BPC 3 trees
- 6.6 Notice Board at Jubilee Rec Area to be removed (NB) – It was agreed to remove noticeboard (proposed NB, 2<sup>nd</sup> DOB, unanimous). **ACTION = BJ agreed to remove noticeboard keeping “Jubilee Playing Fields” part as a sign if possible**
- 6.7 Meter box door at Sports Pavilion broken (MH) – it was agreed to purchase a new door (total cost up to £60) (proposed DOB, 2<sup>nd</sup> NB) **ACTION = Clerk to organise purchase and installation**
- 6.8 Alarm maintenance at Sports Club, 2 broken emergency lights (MH) – Quote received for 2 bulkheads to be installed next to failed emergency lights for £225 which was agreed (Proposed NB, 2<sup>nd</sup> SJA) **ACTION = Clerk to organise**
- 6.9 Playground Safety notices – 3 x A3 ordered as metal signs (MH) – LR to collect signs from SCDC
- 6.10 Bourn History Project (LR) – LR looked at Longstowe history site where residents can upload their own videos, photos etc, website cost is £100 p.a., independent company from Brighton which is backed by CCC. It was agreed to purchase website (Proposed NB, 2<sup>nd</sup> SJO) **ACTION = Clerk to organise purchase of website**
- 6.11 SCDC Zero Carbon Communities Grant. It could be a possibility towards a cycleway along Broadway – LR reported that this is not a possibility
- 6.12 Magpas Air Ambulance request for a grant – it was agreed to allow a grant for this year (£50) (Proposed BJ, 2<sup>nd</sup> DOB) **Action = Clerk to ask Magpas to complete grant paperwork**
- 6.13 Age UK Community Warden Scheme – grant application from SCDC has been submitted
- 6.14 Repayment of Loan for Sports Pavilion (BJ) – this is to be carried forward to Jan 2021 meeting
- 6.15 Refurbishment and additional Dog faeces bins (BJ) – BJ reported broken lids and dog faeces being put in black bins. LR confirmed that SCDC have confirmed this is acceptable. **ACTION = Clerk to investigate repairing/replacement lids and new bins cost/feasibility and report back at September meeting**

## 7. Correspondence/communications received –

- 7.1 EWR Licence to survey, Removal of the intrusive surveys, Reduction of duration to cover this year’s non-intrusive surveys only. Pre EWR signing of the licences, Specific Covid provisions, together with the provision of greater information about the surveys – it was agreed to sign the survey licence. NB & LR to sign paperwork (Proposed DOB, 2<sup>nd</sup> LR, unanimous)

## 8. Planning & tree work applications and any related matter

- 8.1 Planning applications
- 8.1.1 20/02568/FUL, Former Gestamp Factory Bourn Airfield St Neots Road, Hybrid planning application consisting of full planning permission for Phase 1 and outline planning permission with all matters reserved except access for Phase 2 of the redevelopment of the former Gestamp Factory site at Bourn Airfield for up to 26,757sqm/288,000sqft of commercial floorspace purposes (use class B1c light industry, B1b research and development and B8 warehouse and distribution with supplementary use classes A3 restaurant and cafe, D1 day nursery/creche, D2 gym), associated car parking and service yards, external earthworks, attenuation basins and landscaping – It was agreed to object (Proposed LR, 2<sup>nd</sup> SJA)
- 8.1.2 20/02760/PRI030, Land and Buildings At Fairways Toft Road, Bourn, Prior approval notification of proposed change of use from B1(a) (offices) to class C3 (dwelling houses) to create one four bedroom dwelling – Objection raised by BPC as follows:- Bourn Parish Council lodges formal **OBJECTION**
- 8.1.3 20/02676/FUL, Land And Buildings At Fairways, Toft Road Bourn CB23 2TT, Alterations to office building including erection of boundary wall – it was agreed to object (Proposed LR, 2<sup>nd</sup> DOB)
- 8.2 Tree works applications – none received
- 8.3 SCDC planning decisions and appeal notices – to note

8.3.1 20/01695/FUL, Bathing Under The sky, Toft Road, Bourn, CB23 2TT, erection of 3 cabions, 6 hot tubs, portable sauna and showers & toilets for outdoor spa use, access & temporary car park, BPC request application to go to Committee – SCDC have commented “On the basis of the committee meeting, in accordance with the authority delegated to me, it was decided that this Application should be Delegated” – permission granted 30 June 2020

8.3.2 S/3835/19/RM - land to the west Grafton Drive, Highfields 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), application taken to Committee

8.3.3 20/01420/HFUL, 16 Baldwins Close Bourn CB23 2TH, Garage conversion, single storey rear extension and new porch to front elevation – permission granted

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

### 9.1– Financial report & payment of invoices –

Supplier	Description	Net	VAT	Total
Opus energy	Electricity Standing Charge	9.10	0.46	9.56
SLCC	New Clerk training	10.00	2.00	12.00
MJ Bradford	Knee rails fencing repairs	79.78	5.66	85.44
Buchans	Grass Cutting	600.63	120.12	720.75
Canalbs Ltd	Internal Auditor	147.87	0.00	147.87
HMRC	Tax & NI for Clerk salaries	126.99	0.00	126.99
HMRC	Tax & NI for Clerk salaries	64.00	0.00	64.00
PWF Dec&Maintnce	War Memorial cleaning/repairs	210.00	0.00	210.00
Michele Hutton	Newsletter printing	97.00	0.00	97.00
Michele Hutton	July salary	791.12	0.00	791.12
Michele Hutton	August salary	644.20	0.00	644.20
	<b>Total</b>	<b>2780.69</b>	<b>128.24</b>	<b>2908.93</b>
<b>Receipts</b>				
SCDC	S106 Rockery Farm Grant			-2128.03
	<b>Total</b>			<b>-2128.03</b>
<b>Payments/Receipts between meetings:-</b>				
SSE SWALEC	Pavilion electricity charge	64.22	3.21	67.43
SSE SWALEC	Pavilion electricity charge	22.26	1.11	23.37
Bourn Sports Club	Water & sewerage receipt	-330.41	-0.00	-330.41
Bourn Sports Club	Water,sewerage,elec receipt	-785.16	-0.00	-785.16
CCC	Grass cutting contribution	-1475.00	-0.00	-1475.00
<b>Expenditure tabled at meeting:-</b>				
Alarm Maintenance	6 monthly alarm service, Pavilion	87.00	17.40	104.40
O2	Clerk mobile phone – July	23.15	4.63	27.78
Viking Direct	Clerk’s stationery, ink cartridges	63.98	12.80	76.78

Payments agreed (Proposed LR, 2<sup>nd</sup> NB)

9.2 Internal Auditor report – this was circulated and agreed (Proposed NB, 2<sup>nd</sup> LR)

9.3– Any matter which is urgent due to H&S and/or use of delegated powers between meetings – nothing to report

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

- 10.1 Coalition of Parish Councils (SJO) – SJO & DOB attending countryside meeting 4<sup>th</sup> August and plan to hold a meeting early September
- 10.2 Highways – 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 – no high risks issues
- 10.7 Bourn Parish Council's successes – to note

**11.Closure of meeting @ 10:36pm**

Approved.....Chairperson Date.....

DRAFT