



BOURN PARISH COUNCIL

Minutes of the meeting of Bourn Parish Council Wednesday 16th September 2020, 7:30pm online via Zoom

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

Also in attendance: 1 County Councillor & 1 District Councillor

Comments and observations from members of the public – none

Reports from County and District Councillors – Cllr van de Weyer reported latest developments for BAD looking at transport options, Countryside putting proposal together for SCDC and then it will be sent out for consultation to Highways and PC. CC reported. Cllr Howell reported budget constraints due to Covid19 and confirmed EWR consultation should be out in next few months and Secretary of State makes final decision

1. Apologies for Absence - BJ – technical difficulties

1.1 - Resignation of Neil Blair as Chairman-PC thank NB for his hard work

1.2 - Election of new Chairman of the Parish Council – Mr D O'Brien was elected as Chair (proposed SJO, 2nd LR, unanimous with those present – declaration form to be signed electronically)

1.3 - Co-option of prospective new councillor-Sophie Martin co-opted (proposed DOB, 2nd SJO)

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 last meeting on 15 July 2020 be approved and signed by the Chairperson.
(Proposed LR, 2nd SJA, unanimous)

4. Matters arising from last meeting/previous meeting

4.1 - (4.3, 4.6 & 6.8) Cycle Path – NS to report back at October meeting

4.2 - (4.4, 4.7 & 6.9) Streetlighting proposed consultation – deferred from previous meeting – SJO informed the PC that option papers were being produced for the residents to vote on the different types of lighting

4.3 - (4.6, 6.6) Sports Club request for various taps, water fountain and urinal water leakages to be repaired/
Improved – taps and water fountain not possible at the moment due to Covid19, **Action = Clerk to obtain quotes for urinal works**

4.4 - (4.7, 7.3) Is Bourn PC going to declare a climate emergency in line with the Government, SCDC, CCC and other PCs. – **Action = DOB to draft a statement for October meeting**

4.5 - (4.9, 7.5) Request from Terry Jones to reinstate the BMX Trail, carrying out the work himself. a plan has been submitted – **Action = Clerk to forward correspondence from T Jones to DOB**

4.6 - (6.2) Councillors Roles & Responsibilities & Terms of Reference for Working Groups & Committees (NB) – List amended and uploaded to website, Clerk to send list to SM&DOB

4.7 - (6.4) Camcycle proposal – Spaces to Breathe (DOB)-DOB advised PC that cycle route not going ahead

4.8 - (6.6) Notice Board at Jubilee Rec Area to be removed (NB)-board has been removed

4.9 - (6.7) Meter box door at Sports Pavilion broken (MH)-meter door purchased and to be installed

4.10 - (6.8) Alarm maintenance at Sports Club, 2 broken emergency lights (MH)-new emergency lights fitted

4.11 - (6.10) Bourn History Project (LR)-website purchased and now live. PC thanked LR for sorting this

4.12 - (6.12) Magpas Air Ambulance request for a grant-Magpas asked to complete application form

4.13 - (6.15) Refurbishment and additional Dog faeces bins (BJ)-email sent to SCDC, **Clerk to chase**

5. Reports on the progress of ongoing projects/issues-Website accessibility requirements. Website accessibility requirements - NS advised that progress has been made with a report from Yowly due, NS to check accessibility statement and publish before 23rd September 2020

6.Members requested subjects for discussion –

6.1 County Broadband Project (BJ)- This is a matter for individual residents to decide

6.2 Sports Club rolling lease to be extended for another 5 years (SJA)-lease renewed, SJA to report back to Sports Club (proposed LR,2nd DOB)

6.3 Public Works Loan Board – to repay or not? (BJ)-PC decision is to not repay at this time, DOB to advise BJ

6.4 Village traffic survey and improvements (SJA)-Good response from residents which is ongoing. SJA suggested 3 steps:-

1.Working group, 2.Consultation with Highways, 3.Village consultation

6.5 Tree Charter Branch membership (SJA)-SJA proposed PC sign up to the Charter (proposed NS, 2nd SJO) See Appendix

6.6 Skateboard repairs (NB)-LR reported temporary repair carried out by Radian as RPM not up to standard. Quotes are £2400 lasting 7 years or £4800 lasting 10 years – **Action=to be looked at in line with next year’s budget, Dec agenda**

6.7 Road narrowing on Broadway (DOB)-the proposal is to move the 30mph sign back before the rookery Farm entrance with Give Way sign and chicane with the 40mph sign to possibly move also. Residents consultation to go out

6.8 Tree Offer (BJ)- this item to be carried forward to October meeting

6.9 Airfield Sunday Market-Market being held every Sunday until end of 2020, planning application (10 years old) allows this with no end date, gate onto Broadway should not be used. **Action =DOB to draft letter to Planning** (proposed SJA,2ndNS)

6.10 Allotment trees (LR)-LR produced 2 quotes (3rd company did not submit quote),Acacia Tree Surgery £1275 and Eastern Landscape Service £1360 – PC agreed to use Acacia. Action=Clerk to advise Acacia Tree Surgery (proposed DOB,2nd LR)

7.Correspondence/communications received –

7.1 S Levinson – request for verges to be cut back and Rights of Way - to re-assert all the pre-1949 footpaths - to be carried forward to October meeting

8.Planning & tree work applications and any related matter

8.1 Planning applications

8.1.1 20/03027/HFUL, 133 Caxton End Bourn CB23 2ST, Single storey timber orangery – PC supports

8.1.2 20/03024/FUL, Land And Buildings At Fairways, Toft Road Bourn, Change of use from B8 Storage and Distribution Barns into C3 Holiday Let accommodation – PC has no recommendation

8.1.3 20/02770/HFUL, Meadowcroft Fox Road Bourn, Single storey side and rear extension - PC has no recommendation

8.1.4 S/3440/18/OL, Bourn Airfield St Neots Road Bourn Cambridge CB23 2TQ, Proposal: Outline planning permission for a new mixed use village comprising residential development of approximately 3500 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 – PC objects. The transport assessment is now out of date due to delays and uncertainties of the busway development. This will have an adverse effect on the proposed modal shift from cars to public transport to mitigate increase in traffic in the local area. In the *Report to South Cambridgeshire District Council by Laura Graham on 29 August 2019*, paragraph 83 states: “*The Transport Strategy for Cambridge and South Cambridgeshire (TSCSC) recognises that the A428/A1303 corridor is subject to congestion and proposes a high quality public transport route to serve the Bourn Airfield and Cambourne West proposals. Policy SS/6 recognises the need for on and offsite infrastructure provision to mitigate the*

impact of the development on the highway network.” None of the current amendments submitted address the issue of lack of high quality public transport route.

- 8.1.5 20/03133/LBC, 14 Alms Hill Bourn Cambridge, Replacement metal framed window, opening up of the kitchen fireplace by removing the modern infill and lining, plastering and fitting of bespoke timber cupboards in the space of the reveal/hearth - PC has no comment
- 8.1.6 S/1615/19/CONDA, King Alfreds House 16 Riddy Lane Bourn, Submission of details required by conditions 6 (Foul water drainage), 7 (Surface water drainage) and 10 (External lighting) of planning permission S/1615/19/FL - Notice
- 8.1.7 S/2764/16/CONDA, Land To The West Grafton Drive Highfields Caldecote, Submission of details required by conditions 4 (Approved Plans), 5 (Appearance Landscaping & Layout), 6 (Landscaping), 7 (Arboricultural Statement), 8 (Drainage), 10 (Construction Management), 12 (Renewable Energy), 14 (Vehicular Access), 15 (Ecological Statement), 16 (Fire Safety), 17 (Contamination) of planning permission S/2764/16/O - Notice
- 8.1.8 S/3835/19/CONDA, Land To The West Grafton Drive Highfields Caldecote, Submission of details required by conditions 1 (Approved plans), 2 (External materials),3 (External materials), 4 (Landscape management Plan), 5 (Window information), 6 (Window Information), 7 (Waste Management Plan and external lighting), 8 (Protected species), 9 (Trees) and 10 (Tree protection) of planning permission S/3835/19/RM - Notice
- 8.1.9 20/03320/HFUL, 44 Broadway Bourn CB23 2TA, Single storey rear extension on semi-detached house -PC supports
- 8.1.10 20/03467/LBC, 151 Caxton End Bourn CB23 2ST, Increase the height of the chimney stack by 82cm – PC supports
- 8.1.11 20/03383/S73, Land to The West Grafton Drive Highfields Caldecote, Variation of condition 13 (highway works) pursuant to outline planning permission S/2764/16/OL -PC has no comment (all planning apps proposed SJA, 2nd SJO)
- 8.2 **Tree works applications** – none receive
- 8.3 **SCDC planning decisions and appeal notices – to note**
- 8.3.1 20/02311/S73, Upper Farm 151 Alms Hill Bourn, Variation of condition 2 (approved details) pursuant to planning permission S/0165/10/F to vary the materials to construct the upper walls of the building in timber frame clad with untreated feather edged oak boarding as indicated on Drawing A100 dated 14.02.20. **Permission granted**
- 8.3.2 20/02760/PRI03O, Land and Buildings at Fairways Toft Road, Prior approval notification of proposed change of use from B1(a) (offices) to class C3 (dwelling houses) to create one four-bedroom dwelling. **Prior Approval granted**
- 8.4 Response to apparent agreement between SCDC and Countryside Properties to start building on Bourn Airfield, up to a maximum of 500 dwellings, without waiting for any final decision on the busway or future traffic consultations (see item 8.1.4 above)

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

9.1– Financial report & payment of invoices –

Invoices paid since last and between meetings:-

Supplier	Description	Net	VAT	Total
HMRC	Employers Tax & NI for Clerk's salary	64.00	0.00	64.00
Community Websites Ltd	History website purchase	175.00	35.00	210.00
Radii Skatepark Repairs	Skate Ramp repairs	45.00	0.00	45.00
Alarm Maintenance Ltd	Alarm Maintenance	225.00	45.00	270.00
Cambridgeshire County Council	Speedwatch signage	483.32	96.66	579.98
Sustainable Furniture (UK) Ltd	Picnic Bench	195.83	39.17	235.00
Michele Hutton	Electric Meter Door-Pavilion	42.80	8.56	51.36
Bourn Sports Club	Water/Sewerage Refund	318.93	0.00	318.93
Opus Energy	Electricity standing charge	9.38	0.46	9.84
Emorsgate Seeds	Wildflower seeds	168.00	6.72	174.72
Michele Hutton	Clerk's salary August	644.20	0.00	644.20
O2	Clerk's mobile phone	23.15	4.63	27.78

Total 2394.61 236.20 2,630.81

Receipts since last meeting:-

Supplier	Description	Net	Total
Camb Water Company	Overcharge refund	455.62	455.62
Bourn Sports Club	Electricity costs	60.53	60.53
	Total	516.15	516.15

Invoices due for payment

Supplier	Description	Net	VAT	Total
PWLB Public Works	Loan payment	1762.90	0.00	1762.90
Buchans	Grass cutting July 2020	463.41	92.69	556.10
Buchans	Grass cutting August 2020	476.01	95.21	571.22
	Total	2702.32	187.90	2890.22

Invoices tabled at meeting:-

Supplier	Description	Net	VAT	Total
Yowly	Quarterly maintenance charge	140.00	0.00	140.00
SWALEC	Pavilion electricity charge	94.84	4.51	90.33
SWALEC	Pavilion electricity charge	24.46	1.16	23.30
Opus Energy	Streetlighting standing charge	9.95	0.47	9.48
Microsoft 365	licence renewal	59.99	10.00	49.99
O2	Clerk's mobile phone	27.78	4.63	23.15
M Hutton	Clerk salary sept 2020	751.80	0.00	751.80
Came & Company	Insurance renewal	1825.34	0.00	1825.34

The financial report was accepted and payment of invoices was approved (proposed SJO, 2nd DOB)

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

10.Members reports and any items which need consideration It is requested that any reports should be put in writing and circulated prior to the meeting for consideration. Reference will be made to any which require a decision.

11.Closure of meeting @ 9.50pm

Approved *D O'Brien*

Chairperson

Date 21/10/2020

SIGNED ELECTRONICALLY DUE TO COVID 19 PANDEMIC

APPENDIX:-

Agenda Item 6.5

Tree Charter Branch Membership

Background

The National Association of Local Councils (NALC) has signed up with The Woodland Trust and others to “embed the ten principles of the Charter for Trees, Woods and People (the Tree Charter) within communities across the UK”. This is designed to protect trees and woodland.

Recommendation

I propose the PC signs up for Charter Branch membership.

NALC are encouraging parish councils to sign up to the Charter. Signing up as a parish council for Charter Branch membership confers a series of benefits which would support our aim to plant more trees and promote our wider environmental contribution. These include advice and resources and, periodically, the offer of free trees from the Woodland Trust. I have successfully applied for 420 trees from the Woodland Trust which will be planted in the village from November. It is anticipated that NALC's offer, via the Woodland Trust, would enable us to apply for more trees for the spring.

See here for their guide for parish and town councils. Membership is free.