



BOURN PARISH COUNCIL

Minutes of the meeting of Bourn Parish Council Wednesday 17 March 2021, 7:30pm online via Zoom

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

Also in attendance:

Comments and observations from members of the public – 1 member of the public - concerned over the access to the Airfield Development and the flow of traffic through the village and the busway through to Cambourne should be completed before any building happens, also that a weight restriction should be imposed re construction vehicles.

Reports from County and District Councillors-these were circulated prior to the meeting. DC Hawkins commented on the above to say the access would be dealt with by Countryside and County Highways. The plan for the Broadway northbound access will come in stages to the planning committee. There will be consultation at every stage when Countryside submit their finalised plans (Reserved Matters)

Apologies for Absence - none

1. **Declarations of pecuniary interest, dispensations held or requested** - None declared
2. **Approval of minutes of last meeting**

It was resolved that the minutes of the meeting on 17 February 2021 be approved and signed by the Chairperson.

Proposed DOB, 2nd SJA, unanimous

4.Matters arising from last meeting/previous meeting

4.1 (4.1,4.3, 4.4,4.13, 6.15) Refurbishment and additional Dog faeces bins but black bins can be used for dog faeces, Cllrs agreed this was a good idea if SCDC approve the sites and will not charge for emptying them, Clerk contacted SCDC and they have responded with a total cost of £1348 for 4 bins plus £9 weekly charge for emptying them except for the 1 roadside bin which is not charged for emptying. ACTION= Clerk to check if weekly charge would be free if bins are roadside and we purchase the bins ourselves from another supplier which are cheaper – Clerk confirmed emptying will be free of charge if bins are roadside. It was proposed to move 2 dog bins (BJ/DOB/HH offered to carry this out), 1 to Hall Close by footpath 13 and 1 to High Street by The Willow, footpath 21. It was also proposed the Clerk purchase 2 topsy bins via Cambourne Town Council (at cost price) to be placed at back entrance to the church and in The Drift. Cllr NS to post on website that the topsy bins can be used for dog waste. Cllr LR to investigate a grant scheme (£50-£500) for litter bins. (proposed DOB, 2nd BJ)

4.2 (4.2,4.5, 4.8,9.1) Cllrs DOB & LR took measurements, Highways have confirmed that dragons' teeth are acceptable after the 30mph sign although a red strip would be needed. Proposal= leave 30mph sign and insert dragons' teeth inside sign up to new gate (cost of gate £600/£700), Highways to confirm cost of dragon's teeth. Cllr LR has applied for dragons' teeth but has not been considered yet, so cost is unavailable now. ACTION=Cllr LR will chase as gates to be fitted at same time by CC highways/ CC to come back to us. Cllr LR reported that to remove the red strip was too expensive so it would be better to leave the signs in place and insert dragons' teeth inside red strip leading to the gate. Once the PFHI application (maintenance) has been accepted, the gate will be purchased. Cllr SJA advised that on the survey taken last year, a popular request was for weight/height restrictions on Chapel Hill. **ACTION = Cllr DOB will investigate the (HGV) weight/height restrictions regulations and report back.**

- 4.3 (4.5,9.7) Fence repairs (BJ) – Cllr BJ & F Haxton have agreed the fencing specification and to remove the goalposts (proposed DOB, 2nd LR) ,Clerk to obtained quotes. Cllr DOB informed the PC that he and Frank Haxton had met 63 contractors to quote for the works and that they discussed other maintenance issues at the same time. ACTION= quotes to be discussed and agreed at March meeting, quotes circulated for decision at March meeting. The 4 quotes were discussed in great detail and Harry Roberts of Apex Landscapes was awarded the work. It was also recommended that future tenders are circulated to the Councillors in a clear, precise report written by the lead Councillor for the project with a recommendation for a vote at the meeting. ACTION = Cllr HH to inform the residents when work was to start as play area will be out of action (proposed BJ, 2nd SJO)
- 4.4 (8.1) Cllr NS advised that the new testing notification system was going well with some side effects and has been in talks with Hay & Rice to rectify these issues however it does appear to be working. Links are a slight issue which will need some amendments. ACTION = Cllr NS to confirm implementation at march meeting Hay+Rice have implemented a facility for people to subscribe and unsubscribe to emails when new information appears on the noticeboard. This has been thoroughly tested and is now being put into the live system. It should go live in the next few days. Cllr NS has written an article for the next issue of the parish magazine to publicise it. In addition, we are developing a facility for people to access noticeboard items that fall off the bottom of the list. Only the most recent five items appear on the list and there is no way of seeing older items.
- 4.5 Final decision and action on steps Fp10 (SM)-Frank Haxton to arrange meeting with Rowland to obtain spec for works and to then tender for quotes. A Marcham & G Bruce to draw up a list of footpaths/kissing gates in order of priority for repairs. ACTION= List of priority works and quotes to be discussed at March meeting(see appendices) The 3 quotes for the steps were discussed and Buchans was awarded the contract. **ACTION = list of priority works to be carried forward to April meeting** (proposed DOB, 2nd NS)
- 4.6 (9.4)Cllr DOB to inform PC whether P Gaskin is still in place and if not who is responsible for blocked footpaths – Cllr DOB emailed a list of contacts to the councillors
- 4.7 (9.5) Tree felling, Water Lane - Cllr DOB to confirm Mark Proud will remove tree-Cllr DOB confirmed this will be carried out
- 4.8 (9.6) Carbon Free Zonal heating (BJ) – **This item has been moved to April 2021 meeting**
- 4.9 (9.8) Climate Change Working Group Update - Cllr DOB stated that there have been 5 volunteers so far but that a liaison from the PC was needed, SM agreed to take on this role. Cllr SM to check CAPALC site for clarification on position of PC as this could raise issues with funding in the future. Cllr NS agreed to take over the role of liaison following SM's resignation and the volunteers were asked to consider joining the PC as a Councillor
- 4.10 (10.1) Bourn Windmill Restoration Group grant application – Bourn Windmill need £80,000 with unanimous agreement to help but unable to grant this amount. A proposal of £1,000 was discussed but until we have all the paperwork required from the Restoration Group, the PC could not grant. There was a discussion of how to award this grant and under what conditions as there is an upper limit in place. ACTION = Cllr LR to liaise with them. Clerk to send contact info to LR. LR to report back at March meeting. Cllr LR informed the PC that every donation made will be marked with the name of the donator once restoration complete. It was proposed to donate £250.00 towards the restoration (proposed DOB, 2nd SJO)
- 4.11 (10.2) Stop car engines idling outside Post Office – Cllr DOB reported that it is against the law, how policing it is an issue. We could erect a sign outside P.O. to say it is illegal. Cllr HH asked if yellow lines were a possibility and Cllr BJ advised that double yellow lines were asked for some years ago but was turned down the parked cars slows down the cars passing. It is a 20mph area. The PC could ask JJ to put up a sign. ACTION = BJ= to monitor the situation and report back at March meeting. Cllr BJ reported that there have no instances of car engines idling, resident to be informed and advised to report this to the Police.
- 4.12 (12) Cllr BJ informed the PC that ability to hold these meetings remotely ends on 7th May, and we need to start considering where we were going to hold them because the village hall is not open because of COVID-19 restrictions. The clerk informed the PC that CAPALC are looking into this issue and are asking Government to suspend face to face meetings until later in the year. Clerk will keep PC updated with any information received from CAPALC. ACTION = Clerk to add to March agenda. There has been no further advise received so meetings

will remain remote for the moment or until the village hall reopens. Remote meetings will remain for those who are vulnerable. This will be reviewed at the July meeting. The Annual meeting could be arranged online. (proposed SJO, 2nd DOB)

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

5.1– Financial report & payment of invoices –

Payments List March 2021

Date	Description	Supplier	Net	VAT	Total
01/03/2021	Clerk's mobile phone	O2	8.00	1.60	9.60
01/03/2021	PWLB payment	PWLB	1,762.90	0.00	1,762.90
01/03/2021	Website Qtrly Charge	Allotment Lease	390.00	0.00	390.00
07/03/2021	GDPR/Data Protection renewal	ICO	35.00	0.00	35.00
12/03/2021	Electricity standing charge	Opus Energy	8.75	0.44	9.19
15/03/2021	Pavilion Electricity Charge	SWALEC	90.33	4.51	94.84
15/03/2021	Pavilion Electricity Charge	SWALEC	24.34	1.21	25.55
17/03/2021	Stationery	Viking Direct	30.98	6.20	37.18
31/03/2021	Scribe Accounts Subscription	Scribe	288.00	57.60	345.60
31/03/2021	March salary	M Hutton	663.62	0.00	663.62
12/03/2021	Waders for Brook inspections	D O'Brien	45.98	0.00	45.98
29/03/2021	Clerk's mobile phone March	O2	8.00	1.60	9.60
12/03/2021	New printer	Michele Hutton	127.43	25.49	152.92
		Total	3483.33	98.65	3581.98

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

5.2– Any matter which is urgent due to H&S and/or use of delegated powers between meetings none

6. East/West Rail Route (EWR) – What position do we as Bourn Parish Council want to take on the station location? This was discussed and BPC agreed to favour the route north of Cambourne. We have received a request to set up a fighting fund (Cambridge Approaches), need to find out how much the other PC's have funded. Cllr NS advised that 8 PC's have pledged funds. We need to be careful as Cambridge Approaches is a business and we need to find a procedural way to donate. The PC agree in principle but Cllrs NS & SJO to report back at April meeting to the PC re northern approach and if necessary, call an EGM.

7. Bourn Airfield Development (BAD)- DOB informed the PC that the application has been amended for 500 houses to be occupied before any transport link completed and claiming from their survey reports that they will continue to build the 3500 properties. The main objection is that a high quality transport link is needed to be in place before the 3500 properties are built. DOB to speak to DC Hawkins next week and would like a meeting with Planning Cabinet members, SHJA invited to meeting, DOB to send details over. DOB waiting for a response from Mike Huntingdon and if decision needed a meeting of the planning group will be convened. SJO to convene a coalition meeting to be carried forward to January meeting – DOB attending meeting next Monday. Cllr DOB raised a code of conduct complaint and having received a draft report exonerating the Councillor concerned, replied to SCDC to state PC is unhappy with outcome. Cllr DOB awaiting a reply. **Carry forward to April meeting**

8. Reports on the progress of ongoing projects/issues nothing to report

9. Members requested subjects for discussion

9.1 Draw up a register of volunteers to help with various works around the village (BJ). This list could be drawn up via the website or Parish Magazine but need to be mindful of GDPR. Volunteers are covered by our insurance but not to use heavy/dangerous equipment (proposed DOB, 2nd HH)

- 9.2 Highways signage and streetlights (DOB) – SCDC confirmed Caxton End lighting resolved, losing 2 lights, rest dimmed at 10pm and off at midnight except The Ford lights which will stay on when dark. Highways still to agree removal of 2 lights
- 9.3 CAPALC renewal – affiliation pack forwarded to all Councillors for decision. It was agreed to renew membership (proposed DOB, 2nd SJA)
- 9.4 LHI work on the Broadway. Commencement date set for the 18th March (DOB). This work to commence 18th March for 5 working days, a contraflow will be in place.
- 9.5 Brook Walk Report (DOB) Work on clearing the banks and cutting trees to start tomorrow. The container behind the pavilion is not legal which Cllr LR confirmed was owned by the PC. Container holds items from when doctors was flooded, goalposts, spare kits etc. A suggestion of replacing it with a shed at the back of the pavilion was made.
ACTION = Clerk to obtain names and costs of removing container
- 9.6 Sophia martin’s resignation (DOB) The PC thanked SM for her work and would welcome her back to the PC. Cllr BJ to take on Footpath Liaison Officer role
- 9.7 Innovate and Cultivate Fund from County Council (DOB)- **this is to be carried forward and Cllr DOB to report back**
- 9.8 Operation Forth Bridge – **Clerk to circulate instructions for Operation London Bridge and Operation Forth Bridge**
- 10. Correspondence/communications received**
- 10.1 Cam Valley Forum – invitation for a Councillor to be designated a Forum member as a representative of the PC – Cllr SJO volunteered
- 10.2 Kris Johnston - on-site commemoration of its wartime history on BAD-Cllr NS has carried out some work on the website, Cllr DOB suggested a memorial be put in place on the Airfield Development to commemorate the service history.
- 10.3 Request for financial support for the Parish magazine from the church. Cllr DOB received an email requesting funding to enable the magazine to keep publishing. **ACTION = carry forward to April meeting. Cllrs BJ & SJA to work together on this**
- 11. Planning & tree work applications and any related matter**
- 11.1 Planning applications**
- 11.1.1 21/00233/LBC, 161 Caxton End Bourn CB23 2ST, Installation of two freestanding steel 'goal-post' structures within the 19th century extension linking the original building and most recent extension, re-building, capping and reducing height of existing chimney stack, replacement of existing concrete pantiles to the roof of the modern extension, retention of works to the modern extension, including: removal of chimney stack; replacement of single glazed windows and doors with new timber, double-glazed windows and doors (painted to match existing windows) – no comment
- 11.1.2 21/00599/HFUL, 151 Caxton End, Bourn, CB23 2ST, Demolition of existing pent roof carport and separate shed to rebuild with a pitched roof carport and secure storage area with an external wc/shower room – no comment
- 11.2 Tree works applications –**
- 11.2.1 21/0199/TTPO, 30 Riddy Lane Bourn CB23 2SP, T 1 - Field Maple - Reduce the height to 8m above ground level. Reason - To remove weight and wind sail effect as a limb split out and wrote off a neighbours car last year.
T 2 - Field Maple - Reduce the height to 8m above ground level. Reason - To remove weight and wind sail effect as a limb on a adjacent tree (T 1) split out and wrote off a neighbours car last year. **Tree warden reported:** They are part of an area TPO - the tree closest to Riddy Lane is a bit top heavy so work probably required. The tree next to it is much smaller and can't see that any work is necessary, given TPO status
- 11.2.2 21/0190/TTCA, Site address: 44 Caxton End Bourn Cambridge, Dangerous Tree Notice - to make safe tree at the gate by the bridge. **Tree warden reported-**This is one of the new Minor Tree Works applications that has already been passed by South Cambs
- 11.3 SCDC planning decisions and appeal notices – to note**

11.3.1 21/00604/TELNOT, Land At The Front Of 52 Broadway Bourn Cambridge Cambridgeshire, Installation of 1 x 10m wooden pole (8.2m above ground) by Openreach

(all applications=proposed DOB, 2nd LR)

12. Member's 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 – LR reported that 2 trees on the allotments are being removed. A suggestion for Kissing gates to be replaced with self-closing gates was discussed. There is a need to replace the 2nd gate in the Jubilee playground area (Frank Haxton report)

ACTION = Clerk to contact Frank Haxton for spec for gate and obtain quotes

13. Bourn Parish Council's achievements –

LHI funding for road narrowing

Website Notification system

Some drains cleared

Brook cleaning from tomorrow

14. Closure of meeting @ 10:00pm

Approved *D O'Brien*

Chairperson

Date 17/03/2021

SIGNED ELECTRONICALLY DUE TO COVID-19 PANDEMIC