

**BOURN PARISH COUNCIL**  
(South Cambridgeshire District)

**I hereby give notice that the Meeting of Bourn Parish Council will be held on**  
**Thursday 20 June 2013 at 7:30pm in the Village Hall**  
*The Public and Press are cordially invited to be present.*

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder



Mrs Gail Stoehr, Clerk 12/06/13

**AGENDA**

- 1. Comments and observations from members of the public and from the County and District Councillors**  
RPS presentation of the Proposed redevelopment of Tallent Premises, Bourn Airfield  
Environment Agency presentation on the Bourn Catchment Solutions project  
Resident - Pre-application consultation – listed building, 2 High Street
- 2. Apologies for absence and declarations of interest**
  - 2.1 To receive declarations of interests from councillors on items on the agenda
  - 2.2 To receive written requests for dispensations for disclosable interests (if any)
  - 2.3 To grant any requests for dispensation as appropriate
- 3. To approve the minutes of the previous meeting on 18 May 2013**
- 4. Matters arising from the last meetings**
  - 4.1 To receive the Clerk's report
  - 4.2 (9.1) Proposal for permanent diversion of FP22/23 between Bourn and Caldecote
  - 4.3 (Open) Bourn Catchment Solutions project
  - 4.4 (1.3.4) Speedwatch – to appoint committee, working group
  - 4.5 (5.4) Website <sup>(LR)</sup>
  - 4.6 (7.3.1) Health and Safety Policy to consider if a policy is required and if the draft should be adopted
- 5. To consider planning, tree work applications and any planning related matters**
  - 5.1 Planning applications received since the last meeting
    - 5.1.1 S/0843/13/FL – Brook Cottage, 158 Caxton End – Erection of double garage and study with store above
    - 5.1.2 S/0845/13/CA – Brook Cottage, 158 Caxton End – Demolition of existing garage
    - 5.1.3 S/1020/13/FL – Thyssen Krupp Tallent Ltd, The Airfield – Proposed demolition and replacement buildings to provide Class B1, B2 and B8 uses
    - 5.1.4 S/1027/13/FL – The Old Station, Old North Road – Extension and alterations
  - 5.2 SCDC Decision and appeal notices
  - 5.3 Tree works applications
- 6. Finance, procedure and risk assessment including to consider any quotes for urgent work required because of health and safety or risk**
  - 6.1 To receive the financial report and approve the payment of bills
  - 6.2 To consider play inspection reports and any work required
  - 6.3 Utilities review
- 7. Members reports and items for information only**
  - 7.1 Playing Fields including Bourn Youth Project
  - 7.2 Parish Plan Working Group
  - 7.3 Highways Working Group
  - 7.4 Planning & Affordable Housing Working Group
  - 7.5 Allotments
  - 7.6 Neighbourhood Watch
  - 7.7 Liaison between Parish Council and School
- 8. To consider correspondence/communications received**
  - 8.1 Rockery Farm transfer of public open space and appointment of solicitor
- 9. Closure of meeting**

## **BOURN PARISH COUNCIL**

### **Clerk report to Bourn Parish Council meeting on Thursday 20 June 2013**

Where I have background information to support an agenda item this is below. Please refer to the agenda for the other items.

Mr Don Proctor, Director of Planning at RPS Planning and Development, intends to attend to discuss the proposed redevelopment of the Tallent Premises, Bourn Airfield. He writes:

"I write in connection with the above site and further to the Parish Council I attended some time ago when my clients were looking at the various options available to them for the future of the site.

We have been in detailed discussions with South Cambs on this issue and my clients wish to redevelop the site for their use only to provide a building to the highest design standards, a bespoke design which will limit any noise and disturbance, the key issue historically with this site.

I would very much welcome coming along to an appropriate Parish Meeting to explain these proposals in more detail and discuss with your Members accordingly.

The planning application was submitted at the end of last week albeit clearly not acknowledged and there are one or two other bits of information to be submitted."

Mr Richard Bowen, Water Framework Directive Delivery Manager, Cam, Ely Ouse and North West Norfolk, intends to attend to discuss his project Bourn Catchment Solutions. He writes:

"I am involved with the Water Framework Directive, this directive has an aim to bring all rivers to good ecological status. The Bourn Brook is classified as moderate status and it is the level of a chemical call phosphate that is holding it back from being good. In the catchment of Bourn Brook upstream of the village we are working with the National Farmers Union and local farmers to study the phosphate coming from farmland land where chemical fertilisers or muck are spread.

The phosphate from farmland only accounts for 10% of the phosphate in the Brook, 90% comes from Bourn Sewage Treatment Works (STW), phosphate is expensive and difficult to treat and we are working with Anglian Water to resolve this. We have recommended Bourn STW get's phosphate stripping but OFWAT may turn it down as these expensive treatments can push up customers water bills, if it is approved it won't go in until 2016.

I want to do something about this and there is something the Parish Council and community could help me with. Washing clothes and dishes account for 25% of all phosphate coming into the sewage works if we could reduce that at source by people using low phosphate cleaning products, such as those made by brands like Ecover we could reduce the phosphate arriving at the STW.

I have spoken with Ecover who are willing to provide us with free samples and discount code for their products and I am negotiating funding to be able to give some products away for free to the community if we can. I am also involved with a number of plans to improve the habitat for plants and wildlife along the Bourn Brook. I'd like to bring my partners at Anglian Water, NFU, South Cambridgeshire District Council, Ecover and the Parish Council together to work on these problems and help campaign for funding to fix them.

I would like the chance to show the Parish Council the evidence of the problem, present ideas for solutions and ask whether the Parish Council will join the Bourn Catchment Solutions group? I'd like to call on the immense amount of knowledge and contacts that you have as a group and out into the community of Bourn to solve this problem together."

A resident, Mr Alex MacDonald, wishes to discuss a pre-planning application for listed building consent in connection with proposed work to the exterior of 2 High Street.

#### **4.7 (7.3.1) Health and Safety Policy**

Carried forward at the last meeting – the draft policy has already been circulated to members.

#### **4.8 (9.1) Proposal for permanent diversion of FP22/23 between Bourn and Caldecote**

Carried forward for further consideration in the light of public consultation responses.

5.1.1 S/0843/13/FL - Brook Cottage, 158 Caxton End – Erection of double garage and study with store above

5.1.2 S/0845/13/CA – Brook Cottage, 158 Caxton End – Demolition of existing garage

- 5.1.3 S/1020/13/FL – Thyssen Krupp Tallent Ltd, The Airfield – Proposed demolition and replacement buildings to provide Class B1, B2 and B8 uses
- 5.1.4 S/1027/13/FL – The Old Station, Old North Road – Extension and alterations
- 5.1.5 Pre-application consultation – listed building, 2 High Street

## 5.2 SCDC Decision notices

- 5.2.1 S/0815/13/NM – 156 Alms Hill – Non-material amendments to S/228/06/F – Alterations – Permission granted by SCDC.
- 5.2.2 S/00761/13/FL – Manor Farm, 14 Alms Hill – Change of use of an agricultural store building to butchers use class A1 – Permission granted by SCDC.
- 5.2.3 S/0716/13/FL – 15 Baldwins Close – Extension to dwelling – Permission granted by SCDC.

5.3 **Tree works applications** – None at the time of writing.

## 6.3 Electricity Costs review

Electricity costs with EON for the period from 15 February 2013 to 6 April 2013 are detailed below:

Normal primary units used: 254 kWh at 11.720p each	£29.77
RHT normal units used: 151 kWh at 7.190p each	£10.86
Standing charge: 50 days at 5.825p per day	£2.91
Standing charge: 50 days at 22.440p per day	£11.22
Sub Total	£54.76

The total quarterly charge which included billing based on the previous price up to 15 February was £117.39.

Information has been received from Utility Wise regarding their energy management advice.

“A couple of links for you to browse about price projections moving forward, one from OFGEM and the other from the BBC.

<http://www.iii.co.uk/articles/75940/ofgem-forecasts-uk-energy-price-hikes>

<http://www.bbc.co.uk/news/uk-21505990>

As the largest independent energy management company in the UK, we work with our customers to get the best possible pricing for their energy contract renewals.

Through our industry-specific buying groups, we place billions of units each year with the leading industry providers and use this leverage to negotiate a better rate with both your existing supplier as well as tendering to the live market for improved quotes and tailored corporate agreements.

We are paid a flat fee on a per meter basis from either your incumbent supplier or new supplier if you switch, so there is no cost to you for our services. **We do not charge any subsequent management fees.**

Through Energy Services & Account Management we can also work to increase the efficiency of your organisation whilst reducing your carbon footprint. If required, we're happy to provide a free Building Energy Health Check Report illustrating how energy efficient you are. If any potential savings are identified then we conduct a full on-site audit covering:

- Building and fabrications
- Air conditioning
- Behavioural changes
- Water usage
- Lighting

**All energy sourced through Utilitywise Plc can be made Carbon Neutral.**

For large multi-sites our aim is to rationalise the management of your portfolio. To do this we recommend:

- All contracts are co-terminated. You therefore have a single renewal and we go to market with a combined group consumption driving down costs
- Consolidate to a single supplier through an unbiased tender which is weighted by yourselves (price, billing, late payment fee's)
- If required a single account for all sites with all meters appearing on one bill with one direct debit
- Smart meters. This ensures you only get billed for what you use making direct debit a much more preferable option
- By securing supply via corporate tender we get a dedicated supplier account manager to look after the portfolio ensuring a responsive and knowledgeable after sales service
- Bill validation. We can validate bills for correct rates, consumption and VAT to ensure that you are paying the correct amounts

If you need any more information don't hesitate to contact me. As discussed you are never tied in with us at any point and this service is completely free of charge. "

Espo has quoted as attached.

Cambs Water has been out to the pavilion to check for a leak as water consumption recently has been approx 120-160m<sup>3</sup> instead of the usual 20m<sup>3</sup>. No leak was found. The matter has been raised with the BSC to seek if they have any explanation.

- 6. Finance, procedure and risk assessment including to consider any quotes for urgent work required because of health and safety or risk** – The invoice from Peter Oakes is for a tree at the allotments site due to H&S.

## BOURN PARISH COUNCIL

### The minutes of the Meeting of Bourn Parish Council held on Thursday 16 May 2013 at 7.30 pm in the Village Hall

<b>Present:</b> Cllrs:	Mr N Ball	Mrs H McClean
	Mr R Ansell	Dr G Pountain
	Dr N Blair	Mrs X Rees-Howell
	Mrs V Bruce	Mr L Rolfe
	Mr S Jones	

**In attendance:** County and District Councillor M Loynes, and Mrs G Stoehr (Clerk).

#### 1. Annual Business

- 1.1 To elect a chairman and to receive the declaration of acceptance of office  
Cllr Ball was unanimously elected Chairman <sup>(Prop VB 2nd NBl)</sup>, and signed the declaration of acceptance of office.
- 1.2 To elect a Vice-Chairman  
Cllr Bruce was unanimously elected as Vice-Chairman <sup>(Prop GP, 2nd HM)</sup>.
- 1.3 To appoint committees, working groups or any other offices which the Council deems necessary  
The working groups were reviewed and amendments to representatives made as follows;
- 1.3.1 Flood Group –Cllr Ball (leader), Cllr Bruce, Mr Graham Bruce and Mrs Sarah Algar.
- 1.3.2 Caxton End Working Group – No longer required.
- 1.3.3 Highways Working Group – to devise a strategy for traffic calming or speed reduction in the village – Cllrs Bruce (Convenor), Rees-Howell, Jones and Blair (?).
- 1.3.4 Speedwatch – Carried forward while Cllr Bruce clarifies who is still interested in being involved.
- 1.3.5 Affordable Housing Group – Cllrs Ball (Convenor), Ansell and Pountain.
- 1.3.6 Parish Plan Working Group – Cllr Ball (Convenor), McClean and Rolfe.
- 1.3.7 Tree Warden – Cllr Ball.
- 1.3.8 P3 Co-ordinator – Mrs A Marcham (P3 co-ordinator) and Mr G Bruce.
- 1.3.9 Playing Fields, including play equipment – Cllr Pountain, Cllr Ansell and Mr Frank Haxton.
- 1.3.10 Planning – Cllrs Blair (Convenor), Ball, Jones and Rees-Howell.
- 1.3.11 Website – Cllr Rolfe
- 1.3.12 Newsletter – Cllr Rees-Howell
- 1.3.13 Notice board keyholder – Cllr Ball.
- 1.3.14 Police liaison – Cllrs Pountain and Bruce.
- 1.3.15 Allotments liaison – Cllr Rolfe.
- 1.3.16 Sports Club representatives– Cllrs Bruce and Ball
- 1.3.17 Village Hall representatives – Cllrs Bruce and Ansell
- 1.3.18 Neighbourhood Watch – Cllr Rees-Howell
- 1.3.19 SPEP – Cllrs Rees-Howell and McClean.

- 1.4 To appoint representatives on any other organisation or authority  
It was agreed no further representatives were required at this time.

**Comments and observations from members of the public and from the County and District Councillors**

County and District Cllr Loynes offered his support at planning meetings. The implications of Cambourne being part of Bourn Ward was raised with Cllr Lloynes.

**1. Apologies for absence and declarations of interest**

None.

**2. Declarations of Interest**

- 2.1 To receive declarations of interests from councillors on items on the agenda

None.

- 2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

None.

- 2.3 To grant any requests for dispensation as appropriate

None.

**3. To approve the minutes of the previous meeting on 18 April 2013**

The minutes of the meeting on 18 April were approved <sup>(Prop GP, 2nd VB)</sup> as a true record and signed by the Chairman after an amendments “Rush hour linking to Comberton” “Madingley” and “In advance of the day” <sup>(Prop HM 2nd XRH)</sup>

**4. To consider resolutions, if any, arising from the Annual Parish Meeting**

None.

**5. Matters arising**

- 5.1 To receive the Clerk’s report

The Clerk’s report was noted.

- 5.2 (4.3) To consider quotations for safety surfacing at Hall Close play area if required

Only one quote had been received for the revised specification, as other companies had declined to quote. The Financial Regulations were considered. It was agreed <sup>(Prop NB, 2nd GP)</sup> to spend upto £6048 on safety surfacing either from Abacus or one of the other companies who had quoted subject to the recommendation of Mr Frank Haxton on the edging and whether one of the other quotes was more suitable for the Council’s needs. The Clerk will place the order once Cllr Pountain has discussed the quotes with Mr Haxton.

- 5.3 (4.5) Grille on Riddy Lane ditch update

Jenny Clark at SCDC is to be asked to contact Mr Haxton with regards to his quotation for the specification and to install the grilles without delay.

- 5.4 (4.6) Website update

Cllr Rolfe reported on enquiries he had made. The preferred site was Inverness and he will send a link to all members so that a decision can be made at the next meeting.

- 5.5 (4.7) Training update – Professional Development policy

The policy was adopted <sup>(Prop SJ, 2nd GP)</sup>.

**6. To consider planning, tree work applications and any planning related matters**

- 6.1 Planning applications received since the last meeting

- 6.1.1 S/0806/13/RM – Land off Vickers Way and Hudson Way, Cambourne

The Parish Council made no recommendation.

- 6.1.2 S/0815/13/NM – 156 Alms Hill – extension

Noted for information only.

6.1.3 S/00761/13/FL – Manor Farm, 14 Alms Hill – Change of use of an agricultural store building to butchers

It was agreed to recommend approval <sup>(Prop NB, 2nd VB)</sup> as it conforms to DP/2 and also CH/5 being acceptable within the conservation area. It was not felt that the application would increase flooding but there should have been a flooding statement.

6.1.4 S/0283/13/LB – 27 Church Street – subsidence repairs  
No recommendation.

6.2 SCDC Decision and appeal notices

6.2.1 S/0364/13 – Willow Barn, Caxton End – Extensions and alterations to dwelling – Permission granted by SCDC.

6.2.2 S/0367/13/FL – 37 The Broadway – Replacement roof on lean to extension with two velux windows – Permission granted by SCDC.

6.2.3 S/0441/13/LB – Upper Farm, 151 Alms Hill – Part renew roof finish and insulate, repair front porch and replace front step – Permission granted by SCDC.

It was noted that representatives for the Tallent application would be attending the next meeting. Information was available on the website.

6.3 Tree works applications  
None.

**7. Finance, procedure and risk assessment including to consider any quotes for urgent work required because of health and safety or risk**

7.1 To receive the financial report and approve the payment of bills

The financial report was received and considered. The invoices, statements and bank statements were checked at the end of the meeting by the signatories before the cheques were signed. The payments as listed in the finance report were unanimously approved. <sup>(Prop NB, 2nd HM)</sup> A review of electricity costs is to be undertaken.

E.ON (Electricity)	£140.08
Canalbs (Internal audit)	£113.35
Salaries	£128.15
Comberton Parish Council (Shared training)	£10.00
CAPALC (Affiliation fee)	£331.93
CGM (Grass cutting)	£478.61

7.2 To consider requests for S137 donations

Requests from Bourn Proms and The Bobby Scheme were considered, and in accordance with its powers under Section 137 of the Local Government Act, 1972, it was agreed that the Council donate £50 to Bourn Proms and £100 to The Bobby Scheme, which, in the opinion of the Council, was in the interests of the area and its inhabitants <sup>(Prop VB, 2nd GP)</sup>

In response to the request from Mrs Bradford it was agreed that the pre-application advice for the Village Hall solar panel planning application could be made in the Parish Council's name.

7.3 Annual Reviews

7.3.1 Standing orders, Financial Regulations, Risk Assessment and other policies review including revised Code of Conduct

A change was agreed to the Financial Regulations to increase the amount over which tenders are to be obtained to £5000 and to advertise everything over this figure. Consideration of the Health and Safety Policy was carried forward to enable members to look further at the draft policy which the Clerk had circulated.

7.3.2 Assets, Insurance policy and fidelity guarantee review

It was noted that the insurance policy did not cover subsidence.

7.3.3 Internal audit report to the Council and to appoint the Internal Auditor

The report was considered. It was agreed to re-appoint Jacquie Wilson of Canalbs Ltd as Internal Auditor at the rates indicated in her letter i.e. £35ph plus a share of her mileage costs. <sup>(Prop NB, 2nd VB)</sup>

7.3.4 Clerk Annual Review

On a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, the Clerk's annual review, the public were temporarily excluded from the meeting and were instructed to withdraw. No members of the public were present. The Clerk left the meeting temporarily while this item was discussed. The Clerk's salary was increased by one spinal column point (SCP) to SCP 35 for satisfactory service in accordance with her contract.

7.4 Approval of the accounting statements and completion of the Annual Governance Statement FY2013

The accounts were approved <sup>(Prop NB, 2nd HM)</sup> by resolution of Bourn Parish Council and the statements 1-8 in section 2 of the annual return were all answered 'Yes' except for question 9 (Trust Funds) which was 'Not applicable'. The Chairman signed sections 1 & 2 and the supporting accounts on the Parish Council's behalf.

7.5 To consider play inspection reports and any work required

It was reported that the Clever Curves landing stage boards had rotted from beneath. It was agreed to ask Clever Curves to quote for repairs and delegate to the Clerk in conjunction with the Chairman to make a decision between meetings. Cllr Ansell and Pountain will arrange a sign asking people not to use the equipment until repaired.

An email from Jan Burrell was read by Cllr Jones which indicated at the Hall Close play area, children want an exciting area to ride bikes on. This is to be discussed as part of the new development.

Mr Frank Haxton is to be reimbursed with the sum of £24.07 for mileage and parts for repairs to the play equipment.

**8. Members reports for information only**

There will be a stall for the SPEP at the Village Fete.

Two complaints had been made regarding noise and light from the generator at the School. The Head Teacher had replied and had offered to meet with the complainant.

**9. To consider correspondence/communications received**

9.1 Proposal for permanent diversion of FP22/23 between Bourn and Caldecote

It was agreed to put a notice inviting residents' views in the shop and on the notice board.

It was agreed that the Parish Council on balance had no objections but needed a public consultation to take place. The P3 co-ordinator is to be asked to put together a flyer seeking views and collate these views. The Clerk is to arrange the printing of the flyers.

**10. Closure of meeting**

There was no further business and the Chairman declared the meeting closed at 10.00pm.

Signed \_\_\_\_\_ (Chairman) \_\_\_\_\_(Date)



# Southern Electric - Electricity Confirmation Contract (Customer Copy)

**CUSTOMER:** Bourn Parish Council

**Produced Date** 7th June 2013

30 West Drive  
Highfields Caldecote  
Cambridge  
CB23 7NY

**Quote Ref** 674065/11478037

**Account Manager:** Sarah Furneaux

Tel 01256 304254

Fax 08450713951

e-mail [sarah.furneaux@sse.com](mailto:sarah.furneaux@sse.com)

**Administrator:** Karen Biddiscombe

Tel \_\_\_\_\_ Fax \_\_\_\_\_

**Commencement Date** 1st July 2013 for a period of 15 months

**First Termination Date** 30th September 2014

<b>S</b>	04	658	205
	10	1278	0105 946

Re: , Bourn Parish Council, Jubilee Playing Fields, Alms Hill, Bourn, Cambridge, Cambridgeshire, CB23 2SH

(If bills are to be sent to an address other than the above please provide details.)

**Structure and Billing Period** Day / Night Quarterly

Prices	For the Contract Period	
	Consumption	Estimated Cost £
Standing Charge - Non-AMR	5	108.55
Day	15,000	1,508.25
Night	3,750	223.13
FiTs	18,750	46.88
<b>Total kWh 18,750</b>		<b>Total Cost £1,886.80</b>
<b>Average price 10.063p/kWh</b>		

**Please see over for terms and conditions.**

This Contract Form and Schedule confirms the terms of your recent agreement with Sarah Furneaux of SSE Energy Supply Ltd.

Please complete the Customer acceptance section below and return the SSE copy to Sarah Furneaux by Fax 08450713951 or by post to Southern Electric, Edison House, 10 Winchester Road, Basingstoke, Hants, RG21 8UQ

This contract is not complete until accepted by Southern Electric and we reserve the right to withdraw the prices at any time without notice before our acceptance. Acceptance by Southern Electric is the purchase of Energy by SSE for the supply that this contract applies to. Southern Electric terms and conditions include provisions which limit Southern Electric's liability to the customer. NB: The Supply start date may not be the date proposed on this form, the actual start date will be subject to us having a confirmed registration as supplier for each supply point. By entering into this agreement the customer is entering into the standard connection agreement. Full terms and conditions are available upon request, alternatively you can log onto our business website - [www.ssebusiness.co.uk](http://www.ssebusiness.co.uk), to view these.

**The Customer:**

Authorised Signatory .....

Name .....

Position .....

On Behalf of .....

Telephone .....

Fax .....

Email .....

Company Reg. No. ....

Date .....

We may hold the information provided for the purpose of supplying you with electricity/gas and servicing your arrangements with us. Occasionally we and other companies in our group or approved by us (which may include host mailings by us on their behalf) may advise you by letter, phone (including automatic calling units), fax, electronic mail or otherwise of services or products which we believe that you may be interested in. If you do not want to receive such details please tick box

## Southern Electric - Electricity Confirmation Contract (Customer Copy)

The Consumption shown is based on our understanding of information held for, given by, or on behalf of the customer as summarized above.

This contract is based on SSE Energy Supply Ltd's understanding of the information (including consumption data as summarised above) given by, or on behalf of, the customer for the Supply Points listed in the Schedule. SSE Energy Supply Ltd reserves the right to vary this contract should any relevant information prove incomplete, incorrect or change. The contract relates to Prices only. Consumption will be as metered.

These Prices are inclusive of Fossil Fuel Levy, however Climate Change Levy and VAT are not included.

Where the Prices are stated as being other than direct bank transfer an increase of 2% has been applied in respect of the alternative payment method agreed.

This contract is subject to Our standard terms and conditions (reference SSEESL/TC8), availability of supply and satisfactory credit status. This document comprises the Schedule and Contract Form referred to in the standard terms and conditions. A copy of the standard terms and conditions is available upon request.

SSE Energy Supply Ltd terms and conditions include provisions which limit SSE Energy Supply Ltd liability to the customer. The actual Commencement Date for each Supply Point will be subject to Us having confirmed Registration as Supplier and may not be the Commencement Date indicated here. The Supply Points are identified in the Schedule by the unique Core MPAN contained within the Supply Number. By entering into this Agreement the Customer is entering into the standard connection agreement.