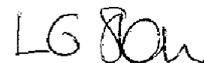


**BOURN PARISH COUNCIL**  
(South Cambridgeshire District)

**I hereby give notice that the Meeting of Bourn Parish Council will be held on  
Thursday 17 October 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 10/09/13

**AGENDA**

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

- 1 To receive apologies for absence and declarations of interest**
- 2 Declaration of interests**
  - 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 last meeting on 19 September**
- 4. Matters arising from the last meeting of a previous meeting**
  - 4.1 To receive the Clerk's report
  - 4.2 (8.2) Resident – trees and ditches in Riddy Lane<sup>(SJ)</sup>
  - 4.2 (8.6) Resident – request to put bins on land near her house<sup>(NB)</sup>
  - 4.3 (8.3) CCC consultation on Transport Strategy for Cambridge and South Cambs<sup>(Working Group)</sup>
  - 4.4 Land at the Rockery Farm, The Broadway – to authorise the signing of the transfer to the Council
- 5. To consider planning, tree work applications and any planning related matters**
  - 5.1 Planning applications received since the last meeting
  - 5.2 SCDC Decision and appeal notices
  - 5.3 Tree works applications
- 6. Finance, procedure and risk assessment including to consider any 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 Wicksteed play inspection report for Jubilee Playing Fields
  - 6.3 To approve grass cutting and village maintenance contract specification for 2014
- 7. Members reports and items for information only unless specified**
  - 7.1 Playing Fields
  - 7.2 Parish Plan Working Group
  - 7.3 Highways Working Group
  - 7.4 Planning & Affordable Housing Working Group
  - 7.5 Allotments<sup>(LR)</sup>
  - 7.6 Neighbourhood Watch
  - 7.7 Liaison between Parish Council and School<sup>(NB)</sup>
  - 7.8 Website<sup>(LR)</sup>
  - 7.9 Sustainable Parish Energy Partnership (SPEP)<sup>(XR-H)</sup>
  - 7.10 Proposal to install a time delay switch at the Pavilion<sup>(GP)</sup>
  - 7.11 Report on SCDC Parish Liaison meeting<sup>(SJ)</sup>
  - 7.12 Report on River Cam stakeholders workshop<sup>(NB)</sup>
- 8. To consider correspondence/communications received**
  - 8.1 SCDC – review of Polling Districts
  - 8.2 CCC – grants for bus facility improvements
  - 8.3 Bourn Allotments Association request that the Council should contact the owners of land in the Broadway to ask if they will let their land for use as allotments
- 9. Closure of meeting**

Bourn Parish Council supporting notes to 17<sup>th</sup> October 2013 meeting

7.10 Proposal to install a time delay switch at the Pavilion <sup>(GP)</sup>

Gill Pountain writes “Since the CCTV system was changed so that there is not a security light (just infra red camera) there is a problem when we leave the pavilion at night eg after a sports club meeting or after a tennis match. It is OK if you have been using the floodlights as the outside lights will stay on for 10 minutes after that, but if you are leaving the pavilion there is no time-delay switch and it is potentially dangerous groping round in the dark as you leave.

Could the PC have a time-delay switch installed, the same as there is in the village hall, ie it is pressed inside the building before you leave and it gives you a few minutes to get down the steps in safety?”

8.3 Bourn Allotments Association request that the Council should contact the owners of land in the Broadway to ask if they will let their land for use as allotments

that the BAA committee feels that it should be Bourn PC who contact Wendy and Nick Ward asking them if they would let their strip of land on the Broadway be used for allotments. The preferred way would be to have a lease (eg 25 years). They would probably only consider this if it had the option of 12 months notice. (Of course the PC could consider compulsory purchase as mentioned by Alison Elcox, but probably best not o mention this at present)

Bourn PC is the Allotment Authority and, while BAA does not mind helping to look out for potential new sites, the committee feels that Bourn PC has the responsibility of dealing with the landowners. If a leasehold was set up it would be between the landowner and the PC.

**BOURN PARISH COUNCIL****The minutes of the Meeting of Bourn Parish Council held on Thursday 19 September 2013 at 7.30 pm in the Village Hall**

**Present:** Cllrs: Mr N Ball Mrs X Rees-Howell  
 Dr G Pountain Mr L Rolfe  
 Dr N Blair Mr S Jones  
 Mr R Ansell

**In attendance:** 9 Members of the public including some residents from Broadway, 2 representatives from Lark Energy and Hilary Gretton from Bourn Youth Project, Rob Mellors-Bourne from Bourn Sports Club, Des O'Brien from BAD and District Councillor A Elcox and Mrs K Baptie (Minutes Secretary, LGS Services).

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

A representative from Lark Energy based in Lincolnshire introduced herself and informed the Parish Council that this was an early consultation, obtaining views and opinions on how the village would feel about a solar farm development of this nature. The site in question is the large field at the back of the golf course which has a public footpath around part of it. She advised it would be screened visually by a fence and a hedgerow, and they would also look at the habitat and work on improving species.

A resident from the Broadway spoke of their worries concerning proposals to extend the current solar park and were surprised to hear that Lark Energy was a completely separate organisation proposing yet another solar farm.

After some discussion the representative from Lark Energy accepted that the general consensus was against any further solar farms and she thanked the Parish Council for their time and left the meeting.

The resident from Broadway explained that Chris Poulton had contacted residents on a number of occasions to consult on phase 2 of the solar farm which is a proposal to extend it up to Broadway and abutting Caxton Rd., this would involve an additional 35 panels. The residents are already deeply unhappy about the view from their homes and describe the hedgerow screening as a row of dead twigs. The Oak trees that were planted are also dead and the wildflower planting under the panels is non-existent.

The residents were thanked for attending and left the meeting.

Rob Mellors-Bourne spoke of his concerns regarding the numerous occasions over the summer when the tennis nets were damaged and feels that the only way to prevent this is to restrict use of the courts to sports club members.

Mr Mellors-Bourne then left the meeting.

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

Apologies were received from Cllr Bruce (out of parish)

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

Cllr Pountain declared an interest in item 7.5 as an allotment holder.

**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 July and 22 August 2013**

The minutes of the meeting on 18 July were approved <sup>(Prop GP, 2nd XR-H)</sup> as a true record and signed by the Chairman, after the following amendments: under item 5.1.2 ‘stateed’ to ‘stated’ and item 3 to read ‘vary’ instead of ‘very’.

#### **4. Matters arising from the meeting**

##### **4.1 To receive the Clerk’s report**

Noted.

The Chairman proposed to vary the order of business to take item 8.7 and 8.1 and 4.3 here.

##### **8.7 The BAD Committee request to claim for current and future expenses incurred to run the STOP BAD Campaign; a suggested amount of £2,000**

The Clerk’ advice and that of CAPALC was noted.

RESOLVED to set aside £1,000 to fund external help to produce a detailed response document to the draft local plan. <sup>(Prop NB, 2nd SJ, unanimous)</sup>

Des O’Brien and one other member of the public left the meeting.

Cllr Elcox arrived during this item.

##### **8.1 Bourn Youth Project – request to become a sub committee of the Parish Council**

RESOLVED <sup>(Prop NB, 2nd GP)</sup> to absorb the Bourn Youth project as a Council committee with membership of Hilary Gretton, Jan Burrell and Suzanne Armitage and Cllr Pountain. The Chairman asked Mrs Gretton to liaise with the Clerk over insurance requirements.

##### **4.3 (4.3) Tree Warden appointment**

RESOLVED to appoint Cllr Jones and Hilary Gretton as Tree Wardens.

Hilary left the meeting.

##### **4.2 (4.5) To consider the recommendation for the supplier for the Hall Close safety surfacing**

RESOLVED to note that Mr Frank Haxton had placed the order for the ground works which was contrary to the regulations as advised by the Clerk. Mr Haxton is to be advised by Cllr Pountain that any future orders should be made through the Clerk and any invoices should be made out to Bourn Parish Council.

RESOLVED to note that the Clerk had placed the order with Abacus for the wetpour at a cost of £2174 plus VAT

##### **4.4 (4.2) Proposed diversion of Bourn to Caldecote footpath (FP22) – request for feedback to be given to those who responded**

RESOLVED in response to the request from Ms Marcham to refer people to the minutes.

#### **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/1020/13/FL – T K Tallent**

RESOLVED to receive the report from Cllr Ball who had attended the meeting and reported that SCDC are proposing 5 conditions on noise and 3 on vibration. The level of noise should be no louder than 36 decibels during the day and 25 decibels at night. Caldecote still had some concerns about enforcement.

RESOLVED to recommend approval given that conditions seem to be sufficient to meet with Caldecote’s concerns but that they install continuous noise data monitoring equipment to back up the issue of enforcement. <sup>(Prop NB, 2nd GP, unanimous)</sup>

##### **5.2 SCDC Decision and appeal notices**

RESOLVED to note that the affordable housing application on Broadway had been withdrawn.

RESOLVED that Cllr Pountain would contact Mark Howell, Housing Officer at SCDC with a special interest in allotments with a view to discussing that the Parish Council has a better use for the land by using it for allotments.

5.3 Tree works applications

None.

5.4 Tallent application – feedback on the Caldecote meeting re proposed noise conditions

See 5.1.1 above.

5.5 SCDC Community Infrastructure Levy Preliminary Draft Charging Schedule

RESOLVED that the Planning Working Group is to put forward the Council's response.

**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

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. RESOLVED that the payments as listed in the finance report plus £871.39 LGS Service (Admin support) be approved. <sup>(Prop NB, 2nd RA)</sup>

CGM (Grass cutting)	£126.22
CGM (Grass cutting)	£219.96
Came & Co (Insurance)	£1767.75
Nutcombe (tap repairs)	£54.00
Barton Parish Council (benches)	£150.00
LGS Services (Admin support)	£909.37
CAPALC (training)	£70.00
L G Stoehr (salary)	£131.86
HMRC (PAYE/NIC)	£100.80

Credits including bank interest and a VAT repayment were noted.

RESOLVED to note the purchase of the TV by Cllr Rolfe on the Parish Council's behalf and to note that although there was an aerial socket, there was no TV aerial at the Community Centre for the new TV. This is now in hand and Cllr Rolfe will purchase on the Parish Council's behalf within the budget for this project.

RESOLVED to receive the Audit report from Littlejohn that the Audit was completed with the only comment being that a alteration to a figure in Section 1 is to be initialled by the RFO.

**7. Members reports and items and actions arising from any recommendations**

7.1 Playing Fields including Bourn Youth Project

RESOLVED that the Parish Council should have a notice saying that Bourn Parish Council is responsible for the play area, with contact details and a post code. Also that there should be a sign on the gate asking to keep it closed and to keep dogs out.

7.2 Parish Plan Working Group

Nothing further to report.

7.3 Highways Working Group

RESOLVED to receive Cllr Bruce's report that the work on the improvements scheme was progressing and that the No 18 bus will continue as far as Cambourne, Eltisley and Caxton.

7.4 Planning and Affordable Housing Working Group

RESOLVED to note that SCDC were still working on the suitability of the site for affordable housing in terms of transport, parking etc. With regard to the Local Plan

submission, a joint submission is favoured with BAD. The Transport Strategy will also be discussed at the next Planning Committee meeting.

7.5 Allotments

Nothing to report.

7.6 Neighbourhood Watch

It was reported that a van was broken into.

7.7 Liaison between Parish Council and School

Nothing to report.

7.8 Website

Cllr Rolf reported that the process of transferring information to the new website was still in progress.

7.9 SPEP

Cllr Rees-Howell reported that a meeting/presentation would now be planned for spring.

7.10 Proposal to restrict use of tennis courts to members only

RESOLVED that formal agreement between the Parish Council and the Sports Club be amended to restrict the use of the tennis courts to Sports Club members only in order to prevent damage to equipment. (Prop GP, 2nd LR unanimous)

7.11 Proposal to organise a village litter pick

RESOLVED to organise a litter pick for March.

7.12 Proposal to install a dog litter bin and signage at Hall Close

RESOLVED to ask SCDC to support the Parish Council in its initiative in making it a nicer play area, by providing a dog bin and also a sign asking for dogs to be kept on a lead. If this is not successful it was suggested the Parish Council try for a Community Chest grant.

**8. To consider correspondence/communications received including**

8.1 Taken earlier.

8.2 Resident – trees and ditches in Riddy Lane

RESOLVED to ask Roz Richardson and Hilary Gretton and Cllr Jones to take a look.

8.3 CCC consultation on Transport Strategy for Cambridge and South Cambridgeshire

RESOLVED that this be looked at by the Working Group.

8.4 CCC winter gritting routes consultation

Noted. There are some volunteers going on the training.

8.5 Lark Solar Farm, proposed Solar Farm

Discussed earlier. The objections against another Solar Farm were noted by the representatives.

8.6 Resident – request to put bins on land near her house

RESOLVED that Cllr Ball will try to find out if the Parish Council owns the land.

8.7 Taken earlier.

**9. Closure of meeting**

Cllr Jones offered to attend a Parish Liaison meeting at SCDC on 1<sup>st</sup> October.

There was no further business and the Chairman declared the meeting closed at 9.35pm.

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

# BOURN PARISH COUNCIL

(SOUTH CAMBRIDGESHIRE DISTRICT)

Chairman: Mr G Smith

Clerk: Mrs Gail Stoehr

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Highfields Caldecote

Cambridge

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Tel: 01954 210241

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19 November 2010

To whom it may concern

## **Village maintenance specification for 2010 to 2013 inclusive**

*(to be read in conjunction with accompanying maps and tender form)*

Tenders are invited, **by Friday 7 January 2011**, for the three year contract for the grasscutting/maintenance of the following:

- Playing Fields - Alms Hill
- Play Area - Riddy Lane
- Hedge - Caxton End

### **Playing Fields** (map 1)

- To cut the recreation ground with a gang mower 15 times in the growing season (price to be quoted per cut).
- Additional cuts of half of the pitches (this area grows quicker than the rest of the fields and a cut of just this area may be requested on occasion).
- Additional cuts may be required if the weather demands.
- One flail in winter of 2-3 meters wide around the perimeter of the playing field.
- To maintain the perimeter vegetation strimming back any brambles, nettles etc to give a tidy appearance around the whole recreation ground. This includes the perimeter to the rear of the sports pavilion and at the rear of the car park area to (removing as necessary the lower branches of trees so as not to restrict the grass cutting and removing any dangerous limbs note that the Parish Council wishes to keep the Elder).
- To strim around the play equipment, bins and benches etc.
- Grassy humps on perimeter to be cut every 3<sup>rd</sup> visit (5 times per year).
- Application, if necessary, of a spring and/or autumn fertilizer to the grass (per application) (Parish Council to decide if necessary).
- Application, if necessary, of broadleaf weed treatment (per application) (Parish Council to decide if necessary).
- Maintenance of grass in the enclosed area play area, strimming around equipment, fencing and safety surfacing as required.

### **Riddy Lane Play Area** (map 2)

- To cut the grass 15 times during the growing season.
- One flail in winter of 2-3 m of perimeter.
- To strim around the play equipment, bins and benches and other obstructions.

- (d) To maintain the perimeter vegetation, hedging and trees strimming back any brambles, nettles etc to give a tidy appearance around the whole perimeter. (Removing as necessary the lower branches of trees so as not to restrict the grass cutting and to remove any dangerous limbs).
- (e) To maintain the ditch - vegetation, hedging and trees strimming back any brambles, nettles etc to give a tidy appearance. (Removing as necessary the lower branches of trees so as not to restrict the grass cutting and to remove any dangerous limbs).
- (f) To face up annually the hedge marked X.

**Hedge in Caxton End** (marked HEDGE on the map marked 3)

- Cut back annually and top to maintain the hedge to 8 foot high.

*Please note:*

- *To ensure a fair tender process your tender must be itemised and detailed on the accompanying form Tender for Grass Maintenance.*
- *You shall tender for a net price per cut exclusive of VAT. The season should be anticipated 1 March to 31 October, but this may vary depending on each season.*
- *All tenders should be placed in the enclosed envelope and sealed.*
- *Insurance will be required at the time of tender and thereafter annually evidence of Public Liability Insurance cover of £5,000,000 minimum (five million pounds).*
- *Each area above will be considered individually by the Parish Council and therefore may be awarded to different contractors.*
- *The Parish Council is putting in hand the installation of additional equipment which will be on the perimeter and this should be taken into account.*
- *This Council does not accept any costs incurred in the preparation and submission of any tender.*
- *If successful, accounts for payment must be submitted monthly itemised and dated with the date of the cut.*
- *Location plans are enclosed.*

Yours sincerely

Mrs Gail Stoehr  
Clerk

*enc*